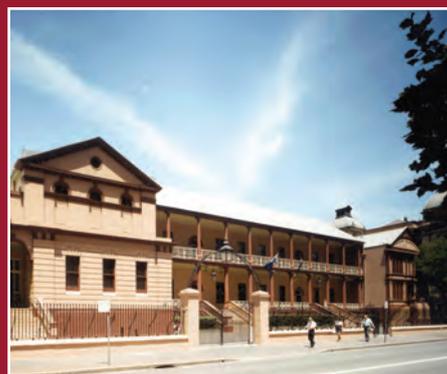




# CPA

COMMONWEALTH  
PARLIAMENTARY  
ASSOCIATION



# ANNUAL REPORT 2016

## Statement of Purpose

The Commonwealth Parliamentary Association (CPA) exists to connect, develop, promote and support Parliamentarians and their staff to identify benchmarks of good governance, and the implementation of the enduring values of the Commonwealth.

## History and Status

The Commonwealth Parliamentary Association (CPA) was originally established in 1911 as the Empire Parliamentary Association. In 1948, the name was changed to the Commonwealth Parliamentary Association.

The CPA was registered as a charity on 22 October 1971 (registration number 263147) under the laws of the United Kingdom. Its principal office and registered address is located at Suite 700, Westminster House, 7 Millbank, London SW1P 3JA, United Kingdom.

The Association's Constitution was first adopted by the General Assembly in Cyprus on 6 September 1993, and amended by the General Assembly of the Association at its meetings in New Zealand on 19 October 1998; in Canada on 7 September 2004; in India on 28 September 2007; in Kenya on 18 September 2010; and in South Africa on 5 September 2013.

The current membership is made up of over 180 national, state, provincial or territorial Parliaments or Branches in 52 countries of the Commonwealth. Each Branch is autonomous, raises its own finances and pays an annual subscription to the Association's International Secretariat in London. The annual subscription is determined at the Association's annual meeting of the General Assembly.

Front cover images representing the Parliaments and Legislatures of the nine regions of the CPA: (top row left to right) Parliament of Sri Lanka (Asia Region); Parliament of South Africa (Africa Region); Sabah State Legislative Assembly, Malaysia (South East Asia Region); (middle row left to right) States of Guernsey (British Islands and Mediterranean Region); Legislative Assembly of British Columbia, Canada (Canada Region); Parliament of New South Wales, Australia (Australia Region); (bottom row left to right) Parliament of the Cook Islands (Pacific Region); Parliament of India (India Region); Parliament of Bermuda (Caribbean, Americas and Atlantic Region).

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# Patrons, Officers, Executive Committee Members and Associated Organisations

## Patron and Vice-Patron

Patron	H.M. Queen Elizabeth II, Head of the Commonwealth
Vice-Patron	Vacant



## Executive Committee Members (Officers of the Association)

The names of the Members serving on the CPA Executive Committee during the year (as at 31 December 2016) were as follows:

### Officers:

President	Hon. Dr Shirin Sharmin Chaudhury, MP, Speaker of the Parliament of Bangladesh, 2016 – to date
Vice-President	Vacant
Chairperson	Hon. Dr Shirin Sharmin Chaudhury, MP, Speaker of the Parliament of Bangladesh, 2014 – to date
Vice-Chairperson	Hon. Emilia Monjowa Lifaka, MP, Deputy Speaker of the Parliament of Cameroon, 2016 – to date <i>Also Regional Representative for the CPA Africa Region (2015 - to date)</i>
Treasurer	Mrs Vicki Dunne, MLA, Deputy Speaker of the Legislative Assembly of the Australian Capital Territory, 2016 – to date <i>(Acting Treasurer - June 2016-December 2016)</i>
CWP Chairperson	Commonwealth Women Parliamentarians (CWP) Chairperson: Hon. Dr Dato' Noraini Ahmad, MP, Parliament of Malaysia, 2016 – to date
Small Branches Chairperson	Hon. Angelo Farrugia, MP, Speaker of the House of Representatives, Malta, 2016 – to date

## Executive Committee Members (Regional Representatives)

Africa Region	Hon. Mutimura Zeno, MP, Parliament of Rwanda, 2014 – to date
	Rt Hon. Themba Msibi, MP, Speaker of the Parliament of Swaziland, 2014 – to date
	Hon. Emilia Monjowa Lifaka, MP, Deputy Speaker of the Parliament of Cameroon, 2015 – to date <i>Also Vice-Chairperson of the CPA Executive Committee</i>
	Rt Hon. Umar Buba Jibril, MP, Deputy House Leader, National Assembly of Nigeria, 2015 – to date
	Hon. Bernard Songa Sibalatani, MP, Namibia, 2016 – to date
	Hon. Lazarous C. Chungu, MP, Zambia, 2016 – to date

Asia Region	Hon. Mian Tariq Mehmood, MPA, Provincial Assembly of the Punjab, Pakistan, 2014 – to date
	Hon. Imran Ahmad, MP, Parliament of Bangladesh, 2015 – to date
	Hon. Dr Fehmida Mirza, MP, Pakistan, 2016 – to date
Australia Region	Hon. Kezia Purick, MLA, Speaker of the Legislative Assembly of the Northern Territory, Australia, 2014 – to date
	Hon. Russell Paul Wortley, MLC, President of the Legislative Council of South Australia, 2015 – to date
	Hon. Don Harwin, MLC, President of the Legislative Council, New South Wales, 2016 – to date
British Islands and Mediterranean Region	Hon. Derek Thomas, MLC, Legislature of St Helena, 2014 – to date
	Rt Hon. Sir Alan Haselhurst, MP, Parliament of the United Kingdom, 2015 – to date
	Mrs Jo-Anne Dobson, MLA, Northern Ireland, 2016 – to date
Canada Region	Vacant, 2014 - to date
	Hon. Alexandra Mendes, MP, Parliament of Canada, 2015 – to date
	Hon. Jackson Lafferty, MLA, Speaker of Legislative Assembly, North West Territories, 2016 – to date
Caribbean, Americas and the Atlantic Region	Hon. Michael Peyrefitte, MP, Speaker of the House of Representatives, Belize, 2014 – to date
	Hon. Anthony Michael Perkins, MP, Speaker of the National Assembly, St Kitts and Nevis, 2015 – to date
	Hon. Leroy C. Rogers, MLA, Speaker of the House of Assembly, Anguilla, 2016 - to date
India Region	Dr Sitasharan Sharma, MLA, Speaker of the Legislative Assembly of Madhya Pradesh, India, 2014 – to date
	Shri Feroze Varun Gandhi MP, Lok Sabha, India Union, 2016 – to date
	Shri Kavinder Gupta, Speaker of Jammu and Kashmir, 2016 – to date
Pacific Region	Hon. Niki Rattle, Speaker of the Parliament of the Cook Islands, 2014 – to date
	Mr Nafaitoa Talaimanu Ketu, MP, Deputy Speaker of the Legislative Assembly, Samoa, 2015 – to date
	Mr Scott Simpson, New Zealand, 2016 – to date
South-East Asia Region	Dr Lim Biow Chuan MP, Deputy Speaker of the Parliament of Singapore, 2014 – to date
	Vacant, 2015 - to date
	Hon. Datuk Wira Haji Othman Muhamad, MP, Speaker, State Legislative Assembly of Malacca, 2016 – to date

## Former Officers of the Executive Committee during 2016

The following includes those who served during the year, but their term had ended when the Annual Report was approved:

<b>Vice-Chairperson</b>	Hon. Shirley M. Osborne, MLA, Speaker of the Legislative Assembly of Montserrat, 2015 – 2016
<b>Treasurer</b>	Hon. Request Muntanga, MP, National Assembly of Zambia, 2014 – 2016
<b>CWP Chairperson</b>	Commonwealth Women Parliamentarians (CWP) Chairperson: Rt Hon. Rebecca Kadaga, MP, Speaker of the Parliament of the Republic of Uganda, 2013 - 2016

## Former Members of the Executive Committee (Regional Representatives) during 2016

<b>Africa Region</b>	Hon. Thandi Modise, MP, Chairperson of the National Council of Provinces Parliament of South Africa, 2013 – 2016
	Hon. Machana Ronald Shamukuni, MP, National Assembly of Botswana, 2013 – 2016
<b>Asia Region</b>	Hon. Karu Jayasuriya, MP, Speaker of the Parliament of Sri Lanka, 2013 – 2016
<b>Australia Region</b>	Mrs Vicki Dunne, MLA, Speaker of the Legislative Assembly of the Australian Capital Territory, Australia, 2013 – 2016
<b>British Islands and Mediterranean Region</b>	Hon. Carmelo Abela, MP, House of Representatives of Malta, 2013 – 2016
<b>Canada Region</b>	Hon. Tom Osborne, MHA, Speaker of the House of Assembly of Newfoundland and Labrador, Canada, 2013 – 2016
	Hon. David Laxton, MLA, Speaker of the Legislative Assembly of Yukon, Canada, 2014 – 2016
<b>Caribbean, Americas and the Atlantic Region</b>	Hon. Shirley M. Osborne, MLA, Speaker of the Legislative Assembly of Montserrat, 2013 – 2016
	Hon. Franklin O. Brand, MP, Speaker of the National Assembly of St Christopher & Nevis, 2015 – 2016
<b>India Region</b>	Hon. Dr Charnjit Singh Atwal, MLA, Legislative Assembly of Punjab, India, 2013 – 2016
	Shri P. P. Chaudhary, MP, The Lok Sabha, Parliament of India, 2015 – 2016
<b>Pacific Region</b>	Mr Paul Foster-Bell, MP, Parliament of New Zealand, 2013 – 2016
	Hon. Agafili Patisela Eteuati Tolovaa, MP, Deputy Speaker of the Legislative Assembly of Samoa, 2015 – 2016
<b>South-East Asia Region</b>	Hon. S. K. Devamany, MP, Speaker of the Legislative Assembly of Perak, Malaysia, 2013 – 2016
	Hon. Dr Dato' Noraini Ahmad, MP, Parliament of Malaysia, 2015 – 2016

## Trustees of CPA Trust Funds

(at 31 December 2016)

Mrs Vicki Dunne, MLA Australian Capital Territory CPA Treasurer	Mr Robin Swann MLA Northern Ireland	Mr Akbar Khan CPA Secretary-General
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## Senior Management Team (SMT)

<b>Secretary-General and Chief Executive Officer</b>	Mr Akbar Khan
<b>Director of Finance &amp; Administration</b>	Mr Joe Omorodion
<b>Director of Programmes</b>	Ms Meenakshi Dhar

## Professional Advisers

<b>External Auditors</b>	Haysmacintyre, Registered Auditors, 26 Red Lion Square, London WC1R 4AG, United Kingdom
<b>Internal Auditors</b>	Crowe Clark Whitehill LLP, St. Bride's House, 10 Salisbury Square, London EC4Y 8EH, United Kingdom
<b>Bank</b>	National Westminster Bank plc, 2 <sup>nd</sup> Floor Argyll House, 246 Regent Street, London, W1B 3PB, United Kingdom
<b>Investment Managers</b>	Coutts & Co. 440 Strand, London WC2R 0QS, United Kingdom
<b>Legal Advisers</b>	Bates Wells & Braithwaite London LLP, 2–6 Cannon Street, London EC4M 6YH, United Kingdom
<b>Business Consultants</b>	CASS Business School, 106 Bunhill Row, London EC1Y 8TZ, United Kingdom

## Partner Organisations



**Commonwealth Secretariat, Marlborough House Pall Mall, London SW1Y 5HX, United Kingdom**

The Commonwealth Secretariat is the governmental wing of the Commonwealth and has 52 countries as its members. The CPA's relationship with the Commonwealth Secretariat is informal. However, it is recognised that the CPA is the parliamentary wing of the Commonwealth and some CPA programmes are jointly implemented with the Commonwealth Secretariat. The Commonwealth Secretary-General or their representative usually attends the CPA Annual Conference and the CPA Secretary-General and/or the Officers of the Association participate in the Commonwealth Heads of Government Meeting (CHOGM). <http://thecommonwealth.org/>



Inter-Parliamentary Union

**Inter-Parliamentary Union, 5 Chemin du Pommier, Case postale 330, CH-1218, Le Grand Saconnex, Geneva, Switzerland**

The Inter-Parliamentary Union (IPU) deals with the national parliaments of all countries around the world. The Association's relationship with the IPU is informal. However, many CPA members are also members of the IPU. <http://www.ipu.org>

The Commonwealth Parliamentary Association (CPA) works with a wide range of international partner organisations and the 'Commonwealth Family'. Full details can be found at [www.cpaHQ.org](http://www.cpaHQ.org) or from the CPA Headquarters Secretariat.



## Chairperson's Foreword

I am pleased to present to you the CPA Annual Report for 2016. It is a pleasure for me to share the effort of my fellow Parliamentarians in strengthening the role of the Commonwealth Parliamentary Association across the Commonwealth through its programmes, events and activities and the work of the CPA Headquarters Secretariat in furthering these goals. The year 2016 has once again been a very busy time for the Commonwealth Parliamentary Association (CPA).

At the start of 2016, the CPA welcomed the 7<sup>th</sup> Secretary-General, Mr Akbar Khan who has brought his new vision to the Association. The CPA has launched its revised programmes strategy which has enhanced the number and quality of the CPA's programmes and has undertaken new initiatives to reach out to both CPA Members and beyond the Association. Initiatives have been undertaken to improve the effectiveness of communication between the CPA Headquarters Secretariat and CPA Branches and to ensure there is more opportunity for Branches to contribute to and attend CPA programmes. It is a pleasure for me to look back on the goals achieved in 2016.

As Chairperson, I would like to stress the need to work together with member Parliaments to bring a convergence of diverse perspectives and experiences, which is the beauty and strength of the CPA. It is important to allow all members, large and small, to express views and raise concerns with equal voices in a participatory, democratic manner, thus ensuring greater inclusiveness. Member countries have common roots and histories; while they face common challenges, they may each develop unique solutions.

The CPA is the ideal platform for the sharing of these ideas and resources for the common welfare of the people. Strengthening coordination between members is therefore crucial. Insights of members on issues they view as crucial for the advancement of their nations must be the central driving force for the CPA. Regional as well as cross-regional dialogue and cooperation must be emphasized and emerging issues must be resolved on the basis of consensus of member Parliaments and Branches in the regions.

The 62<sup>nd</sup> Commonwealth Parliamentary Conference (CPC) was successfully hosted for the first time by the CPA Headquarters Secretariat in London, UK in December 2016 and earlier in the year, the CPA Executive Committee Meeting was held in London in April 2016 where many important agendas were addressed and resolved.

In 2016, there were significant developments in relation to the CPA's Small Branches with the election of the first CPA Small Branches Chairperson, Hon. Angelo Farrugia, MP, Speaker of the Parliament of Malta and a new Small Branches strategy being developed. This will bring a strengthened and renewed focus to assisting Small Branches and their Parliaments and Legislatures in addressing their unique common challenges and strengths. The election of the new Chairperson of Small Branches took place at the 35<sup>th</sup> CPA Small Branches Conference held as part of the 62<sup>nd</sup> Commonwealth Parliamentary Conference. Forty-seven Members of Parliaments and Legislatures from 26 CPA Small Branches attended the conference.

The CPA also launched the Commonwealth Parliamentary Association Lecture Series in 2016 with the inaugural lecture by the former Lord Speaker of the UK Parliament's House of Lords, Rt Hon. Baroness

D'Souza, CMG PC on the theme of *'The Promotion and Implementation of the Commonwealth's enduring political values - Challenges and Opportunities'*. The CPA Lecture Series will offer Members a unique opportunity to hear from distinguished Parliamentarians and experts who have made an outstanding contribution to their nation's parliamentary democracy. Collectively, this series of lectures will contribute not only to the CPA's continuing dialogue within its membership, but also to reach out beyond to other stakeholders such as members of the international community, the diplomatic corps, civil society and the wider public and I look forward to further lectures being held in each CPA Region.

Within the pages of this Annual Report you will find descriptions of the CPA regional conferences held in 2016, and also the parliamentary seminars, post-election seminars, professional development programmes and Commonwealth Women Parliamentarians (CWP) events in the regions of Commonwealth. I as the Chairperson of the CPA had the opportunity to attend and take part in many of the CPA and Commonwealth events during 2016. It is essential the CPA continues to appeal and reach out to the millions of young people in the Commonwealth and I was delighted to see that the 8<sup>th</sup> Commonwealth Youth Parliament in British Columbia, Canada was a success.

The CPA works to empower youth Parliamentarians and young people and I was delighted as CPA Chairperson to launch the CPA Youth Roadshows for Schools and Universities, one of the new CPA programmes for this year, at the Parliament of Bangladesh in March 2016 with over 150 young people. By the end of the year, this new initiative had reached over eight thousand youths in different regions across the Commonwealth.

The CPA works not only with national parliaments but also reaches out to hear and include the voices of the people at the grassroots level and to bring in the convergence of diverse perspectives. The CPA celebrates diversity – the strength and beauty of the Commonwealth. It allows all members an equal voice in a participatory and democratic manner ensuring greater inclusiveness.

CPA is a unique platform of Parliamentarians of Commonwealth countries and has great potential to effectuate innovative changes in addressing the common concern for ensuring the welfare of the people. It is imperative to pin point with objective precision and utmost clarity as to what CPA wants to achieve and lay down a foundation for the years beyond. It is for the Executive Committee to steer the way ahead by putting together a forward looking, relevant plan linked to the present objectives and activities of CPA. In doing so it is essential to have a focused approach and I thank the new Secretary-General of the CPA, Mr Akbar Khan and the CPA Headquarters Secretariat for their work in achieving these goals.

The CPA remains dynamic and vibrant because of the high levels of programme activity among the CPA Headquarters Secretariat, our CPA Branches and within each Region and the CPA is grateful to the Members, Clerks and officials that carry out such a wide variety of work on behalf of the CPA across the Commonwealth. I would like to express my sincere gratitude to all Members for their kind support extended to me as the Chairperson during my three year term of office and to the team at the CPA Headquarters Secretariat for their support of me in my role.

As Chairperson of the CPA Executive Committee, I recommend this 2016 Annual Report to colleagues.

**Hon. Dr Shirin Sharmin Chaudhury, MP**  
Chairperson of the CPA Executive Committee  
Speaker of the Parliament of Bangladesh

## Secretary-General's Foreword

2016 was a busy year for the Commonwealth Parliamentary Association (CPA) and I have joined the CPA at an exciting time in its growth and development. It has been a privilege getting to understand the Association; listening to the views of our Branches to better serve our membership. Like any organisation that has stood the test of time, it is important to continually adapt to the changing needs of our membership and to demonstrate relevance, added value and good governance.

The need for the CPA to continue to strengthen its core programmatic work and to translate the practical benefits of democratic governance to the peoples of the Commonwealth has never been greater. As such, in 2016, the CPA launched a revised CPA Headquarters Secretariat work programme with many of the activities featured in this Annual Report.

I would like to share some highlights with you:

- The CPA Roadshow was launched in March 2016 by the CPA Chairperson to connect young people with their elected representatives to discuss diversity, development and democracy. The CPA Roadshow has now reached over 8,000 young people across the Commonwealth and I have had the privilege to speak to and meet many young people at these events.

- In November 2016, the CPA inaugurated the CPA Regional Hot Topics Forum in the CPA Asia Region hosted by the Parliament of Pakistan, focussing on 'Democracies in transition and the challenges they face'. The second event of this programme strand was held in December 2016 when the CPA Caribbean, Americas and Atlantic Regional 'Hot Topic' Forum heard from a number of speakers on the need for increased women's political participation for the benefit of wider society as they discussed the 'hot topic' of the region - *'Seeking to Increase Women's Political Participation'* at an event in London.

- A further strand of new programmes work was launched in December 2016 in the margins of the annual conference with the inaugural Commonwealth Parliamentary Association Lecture with former Lord Speaker of the UK Parliament's House of Lords, Rt Hon. Baroness D'Souza CMG PC, who spoke of the Commonwealth's enduring political values that bring challenges and opportunities for Commonwealth Parliamentarians as she launched the new CPA Lecture Series.

- 2016 saw the successful hosting of the 62<sup>nd</sup> Commonwealth Parliamentary Conference under the theme of *'A Collaborative Commonwealth: Unity, Diversity and Common Challenges'* by the CPA Headquarters Secretariat where over 500 Parliamentarians from across the Commonwealth gathered in London, United Kingdom for the CPA's annual conference. This unique conference brought together Speakers, Members of Parliament and Parliamentary staff representing the nine regions of the CPA, all 52 countries of the Commonwealth as well as over 180 national, sub-national and territorial Parliaments and Legislatures of the Association.



Many of these new initiatives have been shared with the wider CPA membership online and via the CPA's YouTube channel.

The CPA's enduring programmes and activities continued to be a huge success in 2016 and a successful 8<sup>th</sup> Commonwealth Youth Parliament was held in British Columbia, Canada in November 2016. Other ongoing programmes in 2016 included the CPA's work on Codes of Conduct and Public Accounts Committees as well as programmes on Trade and the Sustainable Development Goals. The concept of hosting programmes, meetings, events and conferences is integral to the CPA and encouragement and support is given to Branches keen to host a CPA event.

The work of the Commonwealth Women Parliamentarians (CWP) has continued to expand in promoting gender equality and female representation in Parliament and this has greatly enhanced the CWP across all of our regions of the Commonwealth.

I wish to express my appreciation to all Members of the Association and Regional Secretaries and Branch Secretaries. Over the past year, their individual and collective commitment to supporting the Association has been invaluable. I wish to thank the Hon. Chairperson, Co-ordinating Committee and Executive Committee Members for their guidance and patience during 2016 as we set the Association on the road to renewal and reinvigoration. The CPA Headquarters Secretariat staff have supported me personally in my vision for the CPA and have delivered many successes in 2016. I would also like to thank the many international organisations and partners who we have worked with to deliver these key priorities in 2016.

In this context I would like to thank all of the vibrant CPA Branches that have so generously and warmly welcomed me in 2016. I have been humbled by their kindness and strengthened in my resolve to quicken the pace of reform and renewal at the CPA to ensure that we are an Association truly fit for the 21<sup>st</sup> century.

During the period under review, the CPA Headquarters Secretariat continued the implementation of the CPA Business Plan 2013-2017 including CPA governance and Secretariat-related policy initiatives; the performance scorecard for the Business Plan; the development of a Communications and Marketing Strategy; and a review of CPA delegate entitlement to the annual conference. The CPA continued to operate on a basis of financial transparency and accountability.

Through this 2016 Annual Report, it is confirmed that there are currently no known material staffing or governance-related matters which have the potential to adversely affect the Association's standing and future viability that need to be brought to the attention of the Members.

**Mr Akbar Khan**  
Secretary-General  
Commonwealth Parliamentary Association (CPA)



## Commonwealth Parliamentary Association: Statement of Purpose, Aims and Objectives

**CPA Statement of Purpose:** The Commonwealth Parliamentary Association (CPA) exists to connect, develop, promote and support Parliamentarians and their staff to identify benchmarks of good governance, and implement the enduring values of the Commonwealth.

It collaborates with Parliaments and other organisations, including the intergovernmental community, to achieve its Purpose. The CPA brings Parliamentarians and parliamentary staff together to exchange ideas among themselves and with experts in various fields, to identify good practices and new policy options which they can adopt or adapt in the governance of their societies.

Commonwealth Heads of Government have recognised the Parliaments and Legislatures of the Commonwealth as essential elements in the exercise of democratic governance, and have endorsed the efforts of the Association as the parliamentary partner of the Commonwealth's governmental and non-governmental sectors.

The CPA's activities focus on the Commonwealth's commitment to its fundamental political values, including: just and honest government, the alleviation of poverty, fundamental human rights, international peace and order, global economic development, the rule of law, equal rights and representation for all citizens of both genders, the separation of powers among the three branches of government and the right to participate in free and democratic political processes.

**CPA Aims and Objectives:** Article 1(1) of the CPA Constitution provides that the "aims of the Association are to promote knowledge of the constitutional, legislative, economic, social and cultural aspects of parliamentary democracy, with particular reference to the countries of the Commonwealth of Nations."

These, according to Articles 1(a) to (d), shall be pursued by:

- (a) arranging Commonwealth Parliamentary Conferences, and other conferences, seminars, meetings and study groups
- (b) providing facilities for the exchange of visits between Members of the Branches of the Association
- (c) publishing material relevant to the aims and activities of the Association, which shall include the regular publication of a periodical devoted to constitutional and parliamentary affairs;
- (d) maintaining at the Secretariat of the Association a centre for the dissemination and exchange of information on parliamentary matters.

In pursuance of these constitutional aims, the Association has developed eight (8) strategic objectives for the period 2013 – 2017. These are comprised of:

### Four that cover the core elements of the CPA's work:

1. To assist Members and Branches to adopt good practice of democratic governance and to strengthen the institution of Parliament and the rule of law.
2. To promote the Commonwealth and deepen its commitment to democracy and the rule of law.

3. To encourage the professional development of Members and parliamentary staff.

4. To strengthen the CPA at branch, regional and international levels through communication.

**Three that are focussed on building the capacity of minority interests:**

5. To assist developing Parliaments with consultancy and advisory services and engage with other organisations to provide broad-based support programmes.

6. To promote gender equality and equity in the work of the CPA and across the Association.

7. To address the concerns facing Small Branches.

**And the final aim about building the capacity of the CPA:**

8. To improve the organisational development of the Association and to increase its effectiveness and efficiency.

Thus, the CPA's overall aim is to promote knowledge of the constitutional, legislative, economic, social and cultural aspects of parliamentary democracy, with particular reference to the countries of the Commonwealth.

**Public Benefit:** In pursuance of the CPA's aims and objectives, the Trustees have considered the UK Charity Commission's guidance on public benefit. In broad terms, all stakeholders in the legislative arm of government (the only other two being the executive and judiciary) across the 53 countries of the Commonwealth in particular, and the other countries of the world in general, benefit from the work of the Association through its promotion of the knowledge of the constitutional, legislative, economic, social and cultural aspects of parliamentary democracy.

During the year under review, the Trustees delivered on the following core constitutional mandate of:

- arranging Commonwealth Parliamentary Conferences, and other conferences, seminars, meetings and study groups
- providing facilities for the exchange of visits between Members of the Branches of the Association
- publishing material relevant to the aims and activities of the Association, which shall include the regular publication of a periodical devoted to constitutional and parliamentary affairs
- maintaining at the Secretariat of the Association a centre for the dissemination and exchange of information on parliamentary matters.

**Governing Document:** The CPA has its own constitution 'Constitution of the Commonwealth Parliamentary Association' as adopted by the General Assembly of the Association at its meeting in Cyprus on 6 September 1993, and amended by the General Assembly of the Association at its meetings in New Zealand on 19 October 1998; in Canada on 7 September 2004; in India on 28 September 2007; in Kenya on 18 September 2010; in South Africa on 5 September 2013 and in the United Kingdom on 16 December 2016.

## Governance and Management

**The General Assembly:** The General Assembly has the ultimate constitutional authority to determine the policy and management of the Association. Attendees at the General Assembly usually include the Officers of the Association; the Chairperson of the Commonwealth Women Parliamentarians; Regional Representatives and Branch delegates to the plenary conference at which the meeting of the General Assembly is held.

**Executive Committee and Trustees:** The CPA is run by an Executive Committee which acts as the board of trustees of the charity and determines its strategy and overall management. Day-to-day direction of the Association is vested in the Secretary-General. The Executive Committee is responsible for the control and management of the Association's affairs. It has three Subcommittees: Planning & Review Subcommittee; Finance Subcommittee and Performance & Review Subcommittee.

The Executive Committee is made up of 35 Members, who are also the Trustees of the Association. Members of the Executive Committee also form all three Subcommittees. All Members of the Executive Committee serve a three-year term, with a third of the Members retiring each year.

The Executive Committee normally meets twice a year and reports to the General Assembly annually. Thus, between 1 January and 31 December 2016, the Executive Committee and its Subcommittees met in April 2016 (London, UK) and December 2016 (London, UK). The Executive Committee and Secretary-General report at the annual General Assembly.

Trustees are appointed by the Executive Committee on the basis of eligibility, specialist skills and availability, and all of our Trustees give their time freely. An induction session is organised by the Secretariat for new Trustees. New Trustees are also provided with recent data on the operations of the CPA, including financial reports and minutes of immediate past meetings. At their bi-annual meetings, Trustees are kept apprised of recent charity legislation/developments by the Senior Management Team (SMT) of the Secretariat.

**Coordinating Committee:** The Coordinating Committee is constitutionally composed of the Chairperson of the Executive Committee, the Vice-Chairperson of the Executive Committee, the Treasurer, the Chairperson of the Commonwealth Women Parliamentarians (CWP) and the Small Branches Chairperson (since December 2016). The Coordinating Committee is responsible for overseeing the implementation of practices, policies and procedures of the Executive Committee between meetings, the follow-up on Executive Committee decisions, and for dealing with urgent and critical issues as may arise between Executive Committee meetings.

**Day-to-Day Management:** The Secretary-General is supported in the day-to-day management of the CPA Secretariat and the Association's affairs by two Directors: Director of Finance & Administration and Director of Programmes. The Secretary-General reports on the operations of the CPA Secretariat directly to the

Executive Committee, and via the Coordinating Committee and three Subcommittees. Decisions on daily operational matters are made by the Secretary-General, in consultation with the Directors. The Secretary-General, the Director of Finance & Administration and Director of Programmes make up the Senior Management Team (SMT).

**Risk Management:** The Trustees have responsibility for risk management. Risks identified by the Senior Management Team are reviewed, assessed and appropriate action incorporated as part of the annual budget and programming work. The consideration of risk is an integral part of the budget and programmes delivery, and these are approved by the Trustees. The main risks and uncertainties facing the Association are:

- restricted growth in revenue given that the market in which the Association operates is increasingly becoming very competitive
- significant reliance on membership fees, as that the Association is membership-based
- hosting of the Association's events, especially the annual conference
- governance, given the CPA's status as a UK charity with both UK and international trustees

Appropriate systems/actions have been developed/taken to identify and mitigate risk. These systems/action include:

- expanding the Association's revenue streams by reviewing its membership categories
- maximising the Association's investment returns within an agreed risk appetite framework
- actively seeking hosts for the Association's events to achieve a reduced cost burden on its reserves
- financial governance-related policies (i.e. use of credit cards, funding policy to support branch programme delivery, cash handling, etc)
- annual external audit of the Association's operations
- internal audit of the Association's governance, risks, controls and performance management arrangements
- performance and review subcommittee oversight
- strategic plan and three-year financial projections
- staff handbook detailing policies, practices and procedures
- business and financial risk management plan (risk register)

which details the nature of risk (i.e. external, fraud, governance, operational, liquidity and security) likelihood of occurrence, controls in place and the risk holder

- appropriate insurance cover (management liability insurance: trustees' liability, employment practices liability and legal liability; office cover: employer's liability, public liability, business interruption, and office contents; health and life).

The Trustees consider risk management as a top priority matter. Hence, the next internal audit in early 2017 will review the effectiveness of the Association's risk management processes and key controls. Following the review, steps will be taken to update/develop relevant policies and systems.



## Commonwealth Parliamentary Association (CPA) Activities in 2016

### Commonwealth Parliamentary Conference and Mid-Year Meetings

#### 62<sup>nd</sup> Commonwealth Parliamentary Conference, London, United Kingdom

Over 400 Commonwealth Parliamentarians from across the world gathered in London, United Kingdom from 11 to 17 December 2016 for the 62<sup>nd</sup> Commonwealth Parliamentary Conference (CPC), hosted by the Commonwealth Parliamentary Association (CPA) Headquarters Secretariat. The Commonwealth Parliamentary Conference is the annual conference of the Commonwealth Parliamentary Association. The unique conference brought together Speakers, Members of Parliament and Parliamentary staff representing the nine regions of the CPA – Africa; Asia; Australia; British Islands and Mediterranean; Canada; Caribbean, Americas and Atlantic; India; Pacific and South East Asia. The CPA reaches all 52 countries of the Commonwealth as well as national, sub-national and territorial Parliaments and Legislatures bringing together over 180 CPA Branches of the Association.

The main conference theme for 2016 at the annual event was: *A Collaborative Commonwealth: Unity, Diversity and Common Challenges*. Workshops and debates were held during the conference on a wide range of topics including the role of the Commonwealth in fostering freedom of religion or belief; ending violence against women and girls; the Sustainable Development Goals (SDGs); Climate Change; and the radicalisation of young people. Conference reports from all of the main workshops and sessions appeared in the first issue of *The Parliamentarian* in 2017.

The Chairperson of the CPA Executive Committee, Hon. Dr Shirin Sharmin Chaudhury, MP, Speaker of the Parliament of Bangladesh urged Commonwealth Parliamentarians to work together to find common solutions to global issues as she opened the 62<sup>nd</sup> CPC. The Chairperson welcomed Parliamentarians from across the Commonwealth on behalf of the CPA at the opening ceremony and said: *“The Commonwealth Parliamentary Association (CPA) provides a unique platform for inter-parliamentary dialogue to take place. The diverse nature of the membership provides the Commonwealth Parliamentary Association with a unique position within the parliamentary community to offer a comprehensive perspective on how to strengthen*

*parliamentary democracy Commonwealth-wide and discuss new and innovative approaches on how to do so.”*

The opening ceremony of the 62<sup>nd</sup> Commonwealth Parliamentary Conference heard from the Secretaries-General of the Commonwealth Parliamentary Association and the Commonwealth. The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan welcomed Commonwealth Parliamentarians and delegates to the conference and said: *“The Commonwealth Parliamentary Conference strengthens our networks and nurtures our shared Commonwealth democratic values. The fact that the Commonwealth Parliamentary Association embodies diversity yet shares values of democracy, rule of law and human rights, only serves to strengthen and deepen our unity. The need for the CPA to continue to strengthen its core programmatic work and to translate the practical benefits of democratic governance to the peoples of the Commonwealth has never been greater.”*

The Commonwealth Secretary-General, Rt Hon. Patricia Scotland QC said: *“The Commonwealth Parliamentary Conference is like a beehive. It buzzes with pollinators whose work will result in fruit throughout the Commonwealth. Thanks to Commonwealth Parliamentarians coming together, law reform and progressive social and economic development are accelerated. Exchanges of knowledge and expertise lead to institutions of governance being strengthened, while respect and goodwill within the rich diversity of Commonwealth identity helps build a safer, more prosperous and more inclusive future for us all.”*

The Master of Ceremonies for the opening ceremony was Hon. Lindiwe Maseko, MP (South Africa) who welcomed all delegates before introducing the Commonwealth Youth Choir who performed both the Commonwealth Anthem and the Commonwealth Song under the conductorship of Simon Haw MBE, the Commonwealth Music Ambassador 2016-2018.

During the 62<sup>nd</sup> Commonwealth Parliamentary Conference, there were a number of additional conferences and meetings including:

- CPA Executive Committee
- CPA General Assembly
- 35<sup>th</sup> Small Branches Conference
- 5<sup>th</sup> Triennial Commonwealth Women Parliamentarians Conference
- Society of Clerks-at-the-Table (SOCATT) Meetings

The Executive Committee of the CPA met ahead of the 62<sup>nd</sup> Commonwealth Parliamentary Conference in London, UK. The CPA Executive Committee represents the nine regions of the CPA – Africa; Asia; Australia; British Islands and Mediterranean; Canada; Caribbean, Americas and Atlantic; India; Pacific; South East Asia. The Executive Committee was chaired by Hon. Dr Shirin Sharmin Chaudhury, MP, Speaker of the Parliament of Bangladesh.

During the 62<sup>nd</sup> CPA General Assembly, Members of the CPA endorsed the appointment of Hon. Vicki Dunne, MLA, Deputy Speaker of the Legislative Assembly of the Australian Capital Territory as the new CPA Treasurer. The Treasurer, who is a Member of the Association nominated by the Executive

Left: The CPA Secretary-General addresses delegates at the 62<sup>nd</sup> Commonwealth Parliamentary Conference.



Above: Parliamentarians from across the Commonwealth attend the 62<sup>nd</sup> Commonwealth Parliamentary Conference in London, United Kingdom in December 2016.

Committee, is elected for three years by the General Assembly as works with the CPA Secretary-General and the CPA Headquarters Secretariat to monitor the finances of the Association. The CPA Treasurer also joins the Trustees board of the Association.

The 62<sup>nd</sup> General Assembly was followed by the new CPA Executive Committee during which Hon. Emilia Monjowa Lifaka, MP, Deputy Speaker National Assembly of Cameroon and a Regional Representative for the CPA Africa Region was elected by Members of the Executive Committee to the position of Vice-Chairperson of the CPA Executive Committee. The position of Vice-Chairperson is for a term of one year.

The new Chairperson of the Commonwealth Women Parliamentarians was elected for a three-year term at the CWP Business Meeting at the fifth triennial conference of the Commonwealth Women Parliamentarians (CWP), which took place in London, United Kingdom as part of the wider 62<sup>nd</sup> Commonwealth Parliamentary Conference in December 2016.

The new Chairperson of the Commonwealth Women Parliamentarians (CWP), Hon. Dr Dato' Noraini Ahmad MP is a Member of Parliament from Malaysia. Under CPA election rules only female delegates to the 62<sup>nd</sup> Commonwealth Parliamentary Conference could take part in the vote to elect a new CWP Chairperson. There were four candidates for the position of CWP Chairperson: Hon. Dr Dato' Noraini Ahmad, MP (Malaysia); Hon. Linda Reid, MLA (British Columbia, Canada); Joyce Watson, AM (Wales); Hon. Poto Williams, MP (New Zealand).

Following the election of the new Chairperson of the Commonwealth Women Parliamentarians (CWP), the Steering Committee of the CWP representing all nine regions of the Commonwealth Parliamentary Association (CPA) met to elect Hon. Poto Williams, MP (New Zealand) as the new Vice-Chairperson for the Commonwealth Women Parliamentarians (CWP).

In addition, CPA Members attending the 35<sup>th</sup> CPA Small Branches Conference unanimously acclaimed Hon. Angelo Farrugia, MP, the Speaker of the House of Representatives of the Parliament of Malta as the new Chairperson of Small Branches. The role of Chairperson of Small Branches is a new Officer role for the CPA and the new incumbent will sit on the CPA International Executive Committee to bring a voice for Small Branches to the

governing body of the CPA. Forty-seven Members of Parliaments and Legislatures from 26 CPA Small Branches attended the conference. Of the over 180 Branches of the CPA, forty-three Branches are classified as ‘Small Branches’ which are defined as jurisdictions having a population below 500,000 people.

During the 62<sup>nd</sup> CPC, a meeting of the CPA Regional Secretaries also took place. Alongside the substantive conference workshops and the CPA governance meetings (62<sup>nd</sup> General Assembly and Executive Committee meetings), the 62<sup>nd</sup> CPC also included a number of additional events.

Delegates at the conference attended the CPA Caribbean, Americas and Atlantic Regional ‘Hot Topic’ Forum on the ‘hot topic’ of the region - ‘Seeking to Increase Women’s Political Participation’. The CPA Regional Hot Topic Forum heard from a number of distinguished speakers. The CPA Regional ‘Hot Topic’ Forums bring together not only Commonwealth Parliamentarians, but also academics, students, civil society organisations and the wider Commonwealth family.

The inaugural Commonwealth Parliamentary Association Lecture was held at the 62<sup>nd</sup> CPC with former Lord Speaker of the UK Parliament’s House of Lords, Rt Hon. Baroness D’Souza CMG PC, who spoke of the Commonwealth’s enduring political values that bring challenges and opportunities for Commonwealth Parliamentarians. The theme for the new Commonwealth Parliamentary Association Lecture was *‘The Promotion and Implementation of the Commonwealth’s enduring political values - Challenges and Opportunities’*.

The United Nations Development Programme (UNDP) held a side event for Commonwealth Parliamentarians on *Sustainable Development Goal (SDG) 3: Tobacco Control Frameworks and effective Parliamentary Oversight*. A lunchtime event was held by the Commonwealth Initiative for Freedom of Religion and Belief (CIFoRB) on *Engaging Effectively with Freedom of Religion or Belief*.

For further information about the conference visit [www.cpahq.org/cpahq/annualconference](http://www.cpahq.org/cpahq/annualconference).



### CPA Trustees Meeting, London, United Kingdom

The Commonwealth Parliamentary Association (CPA) Trustees Meeting was held at the CPA Headquarters Secretariat on Monday 25 April 2016. The CPA Trustees attending this meeting were: Hon. Request Muntanga, MP (Zambia), CPA Treasurer; Mrs Clare Christian, MLC (Tynwald, Isle of Man); and the Secretary-General of the CPA, Mr Akbar Khan.

### CPA Mid-Year Executive Committee Meeting in London, United Kingdom

The Executive Committee of the Commonwealth Parliamentary Association (CPA) Mid-Year Meetings were held from 27 to 29 April 2016 in London, United Kingdom. The CPA Chairperson, Hon. Dr Shirin Sharmin Chaudhury, MP, Speaker of the Parliament of Bangladesh chaired the CPA Executive Committee meetings in London with the Executive Committee Members representing the nine regions of the CPA – Africa; Asia; Australia; British Islands & Mediterranean; Canada; Caribbean, Americas & Atlantic; India; Pacific; and South East Asia.

Executive Committee Members attended various meetings including the Coordinating Committee, Finance Subcommittee and Planning and Review Subcommittee to review the CPA's Annual Reports, Audited Accounts and Budget Planning and the work of the CPA.

Members of the Executive Committee considered a number of agenda items including: CPA Trustees Annual Report and audited Financial Statements (for the period 1 January to 31 December 2015); revised Programmes Strategy 2016-17; Communications Implementation Plan and proposal for an Editorial Advisory Board.

### CPA Regional Conferences



Above: CPA Regional Secretaries with the CPA Secretary-General at their meeting in London in February 2016.

### CPA Regional Secretaries Meeting in London, United Kingdom

A two-day Regional Secretaries Meeting took place in London, United Kingdom from 25 to 26 February 2016. The Meeting was attended by 7 of the 9 Regional Secretaries and offered an opportunity for them to meet with the new CPA Secretary-General. A number of matters were discussed over the two days including Regional Reports and the format of the Commonwealth Parliamentary Conference (CPC).

Right: Delegates at the 46<sup>th</sup> CPA British Islands and Mediterranean Region Annual Conference in Jersey.



Above: Members of the CPA Executive Committee attend the CPA Executive Committee Mid-Year Meetings in London, United Kingdom in April 2016.

The CPA Vice-Chairperson, Hon. Shirley M. Osborne MLA, Speaker of the Legislative Assembly of Montserrat and Regional Representative for the Caribbean, Americas and Atlantic Region; the CPA Treasurer, Hon. Request Muntanga MP from Zambia; and the Commonwealth Women Parliamentarians (CWP) Chairperson, Rt Hon. Rebecca Kadaga MP, Speaker of the Parliament of Uganda also attended the meetings. The Secretary-General, Mr Akbar Khan and the CPA Secretariat welcomed the Members of the Executive Committee to the Mid-Year Meeting in London.

### 46<sup>th</sup> CPA British Islands and Mediterranean Region Annual Conference in Jersey, Channel Islands

The 46<sup>th</sup> CPA British Islands and Mediterranean (BIM) Regional Annual Conference was hosted by the States of Jersey and the CPA Jersey Branch from 15 to 18 May 2016. The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan attended the conference, his first CPA regional conference in his role as Secretary-General.

The CPA BIM Region conference was officially opened with a welcoming address by the Bailiff of Jersey, Mr. William Bailhache, Presiding Officer of the States Assembly. The overall theme of the conference was 'Parliaments and Public Engagement' and participants heard from a wide range of speakers. CPA Branches represented at the conference included: Alderney, Cyprus, Falkland Islands, Gibraltar, Guernsey, Isle of Man, Jersey, Malta, Scotland, St Helena, UK, Northern Ireland and Wales.



Above: Parliamentarians at the 41<sup>st</sup> Regional Conference of the CPA Caribbean, Americas and Atlantic Region in The Bahamas.

### 41<sup>st</sup> Regional Conference of the CPA Caribbean, Americas and Atlantic Region in Nassau, The Bahamas

The Bahamas Branch of the Commonwealth Parliamentary Association (CPA) hosted the 41<sup>st</sup> Regional Conference of the Caribbean, Americas and Atlantic (CAA) Region from 22 to 30 July 2016. The theme of the Regional Conference was 'Modernization: An Essential Element for the Independence of Parliament and the Deepening of Democracy'. The conference was attended by Speakers, Members of Parliament and parliamentary staff from across the region. The 41<sup>st</sup> Regional Conference of the Caribbean, Americas and Atlantic Region saw several other events take place including the 9<sup>th</sup> Regional Conference of the Commonwealth Women Parliamentarians (CWP) for the CAA Region, the Regional Executive Committee Meeting, the Annual General Meeting and the Regional Youth Parliament.

The 9<sup>th</sup> Regional Conference of Commonwealth Women Parliamentarians (CWP) was held from 23 to 24 July 2016. The two-day meeting was chaired by Hon. Shirley Osborne, MLA, Speaker of the Legislative Assembly of Montserrat and Chair of the Regional CWP, as well as Vice-Chairperson of the Executive Committee of the CPA. Hon. Glenys Hanna-Martin, MP, Minister of Transport and Aviation, former Chair of the Regional CWP delivered the keynote address at the official opening of the CWP Regional Conference along with an address by Hon. Melanie Griffin MP, Minister of Social Services and Community Development. Mr Akbar Khan, Secretary-General of the CPA also addressed the 9<sup>th</sup> Regional Conference of Commonwealth Women Parliamentarians.

The 41<sup>st</sup> Regional Conference of the Caribbean, Americas and Atlantic (CAA) Region was opened by the Prime Minister of The Bahamas, Rt Hon. Perry G. Christie and keynote addresses were given by Hon. Dr Kendal Major, MP, Speaker of the House of Assembly of The Bahamas and by the Secretary-General of the CPA, Mr Akbar Khan.

Conference topics from local and international presenters included 'The Separation of Powers: the Critical Component to the Proper Functioning of Parliament', 'Modern Rules of Procedure for Parliamentary Practice', 'The Modern Parliament and the Role of its Committee', 'Freedom of Information in a Modern Parliament', and 'Holding the Executive Accountable - Parliament's Prerogative'.

### 54<sup>th</sup> CPA Canada Regional Conference in St. John's, Newfoundland

The CPA Canada Regional Conference took place in July 2016 hosted by the Newfoundland and Labrador House of Assembly in St. John's attended by Members of Parliament from across Canada. The conference also hosted the annual steering committee and workshops of the Commonwealth Women Parliamentarians (CWP) Canada Region.

The conference also saw the signing of a Memorandum of Understanding (MoU) between the legislatures of Prince Edward Island,

Canada and the Turks and Caicos Islands in the Caribbean Region. There are a number of twinning and partnership agreements between Branches of the CPA Canada Region and the CPA Caribbean, Americas and Atlantic (CAA) Region.



Above: Canadian Parliamentarians at the CPA Canada Regional Conference.

### 47<sup>th</sup> CPA Africa Regional Conference in Mauritius

The CPA Mauritius Branch and the Parliament of Mauritius hosted the 47<sup>th</sup> Commonwealth Parliamentary Association (CPA) Africa Regional Conference from 22 to 27 August 2016, at Balaclava, in Mauritius. At the same time, the CPA Mauritius Branch hosted the 7<sup>th</sup> Commonwealth Women Parliamentarians (CWP) Africa Regional Conference. Delegates attended the conference from CPA Branches across the Africa Region and the CPA International Executive Committee was represented by Hon. Shirley M. Osborne, MLA, Vice-Chairperson of the CPA Executive Committee and Speaker of the Legislative Assembly of Montserrat.

The conference heard opening addresses by: Hon. Shirley M. Osborne MLA, Vice-Chairperson of the CPA International Executive Committee and Speaker of the Legislative Assembly of Montserrat; Hon. Mrs Santi Bai Hanoomanjee, GCSK, Speaker of the Mauritius National Assembly and President of the CPA Africa Region; Hon. Lindiwe Maseko, MP, Chairperson of CPA Africa Regional Executive Committee; Hon. Angela T. Didiza, MP, Acting Commonwealth Women Parliamentarians (CWP) Africa Region Chairperson; followed by a vote of thanks by Rt Hon. Acho Ihim, MP, Speaker of IMO State and Vice-President of the CPA Africa Region.



Above: Commonwealth Parliamentarians from the CPA Africa Region meet for their annual conference in Mauritius in August 2016.

### 35<sup>th</sup> CPA Australia and Pacific Regional Conference in the Cook Islands

The CPA Cook Islands Branch and the Parliament of the Cook Islands has hosted the 35<sup>th</sup> Commonwealth Parliamentary Association (CPA) Australia and Pacific Regional Conference from 28 to 30 November 2016 in Rarotonga, Cook Islands. Delegates attended the conference from CPA Branches across the regions and the conference theme was 'Leadership Excellence for the Common Good: Share, Exchange and Act'.





## CPA Branch visits

### CPA Bangladesh Branch

The new Secretary-General of the CPA, Mr Akbar Khan met with the Chairperson of the CPA Executive Committee and Speaker of the Parliament of Bangladesh, Hon. Dr Shirin Sharmin Chaudhury, MP on his first official visit to Bangladesh.



The Secretary-General also met with Parliamentary officials from the Parliament of Bangladesh during his visit to the CPA Bangladesh Branch from 14 to 15 January 2016.

Above: The CPA Secretary-General visiting the Parliament of Bangladesh with the Chairperson of the CPA Executive Committee and Speaker of the Parliament of Bangladesh, Hon. Dr Shirin Sharmin Chaudhury, MP.

### CPA Montserrat Branch

The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan, visited the CPA Montserrat Branch from 27 to 29 March 2016. During the visit, the Secretary-General met a number of dignitaries including the Premier of Montserrat, Hon. Donaldson Romeo; the Speaker of the Montserrat Legislative Assembly and Vice-Chairperson of the CPA International Executive Committee, Hon. Shirley Osborne, MLA; the Governor of Montserrat, HE Elizabeth Carriere, OBE; and the Opposition Leader, Hon. Reuben T. Meade. The CPA Secretary-General also met with parliamentary staff and members of the public.

The CPA Secretary-General's visit included a CPA Roadshow held in Montserrat to help to increase young people's awareness of parliament and democracy. Attended by local dignitaries and students from Montserrat and Antigua, Speaker Osborne commented that she was happy and encouraged that the CPA had chosen to come to Montserrat for its second CPA Roadshow and she encouraged all young people to be vocal and to seize the opportunity to find their voice and contribute to civic society.



Left: The CPA Secretary-General during his visit to the CPA Montserrat Branch meeting the Premier of Montserrat, Hon. Donaldson Romeo.



Above: The CPA Secretary-General meeting with Senator Hon. Mian Raza Rabbani, Chairman of the Senate of Pakistan at Parliament House.

### CPA Pakistan Branch

The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan visited the CPA Pakistan Branch during a busy tour of Pakistan from 4 to 7 May 2016. During his visit, the Secretary-General held a number of bilateral meetings with:

- HE Mamnoon Hussain, President of Pakistan
- Senator Hon. Mian Raza Rabbani, Chairman of the Senate of Pakistan at Parliament House
- Mr. Ahmed Bilal Mehboob, President and Secretary-General, Pakistan Institute of Legislative Development and Transparency (PILDAT)
- UNDP Representative, Marc-André Franche, UNDP Pakistan Country Director
- Deputy High Commissioner Patrick Moody at the British High Commission in Islamabad to discuss CPA work in Pakistan.

During his visit to Pakistan, the Secretary-General of the CPA delivered a CPA Roadshow for young people at the National University of Modern Languages (NUML) in Islamabad, Pakistan accompanied by Senator Mushahid Hussain Sayed, Chairman, Senate Standing Committee on Defence and also attended the CPA Parliamentary Staff Development Workshop for the Asia and South East Asia, which was hosted by the CPA Pakistan Branch.

### CPA Maldives Branch

At the invitation of the Speaker of the People's Majlis, Hon. Abdulla Maseeh Mohamed, MP, the Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan visited the CPA Maldives Branch from 22 to 24 May 2016.

During the visit, the Secretary-General paid courtesy calls on a number of dignitaries including Hon. Abdulla Maseeh Mohamed, MP, Speaker of the People's



Right: The CPA Secretary-General meeting with Hon. Abdulla Maseeh Mohamed, MP, Speaker of the People's Majlis; during a visit to The Maldives

Majlis; HE Ms Dunya Maumoon, Foreign Minister of the Maldives; Hon. Azima Shukoor, Minister for Legal Affairs at the President's Office; the Majority Leader of the People's Majlis, Hon. Ahmed Nihan Hussain Manik, MP (along with members of the PPM Parliamentary Group); the MDA Parliamentary Group Leader, Hon. Ahmed Siyam Mohamed, MP (along with Members of the MDA Parliamentary Group); Hon. Anara Naeem, MP, a Member of the Adhaalath Party; MDP Parliamentary Group members; the JP Parliamentary Group Leader, Hon. Qasim Ibrahim, MP (along with Members of the JP Parliamentary Group); Hon. Ahmed Mahloof, an independent MP; and Mr Ahmed Mohamed, Secretary-General of the People's Majlis. The CPA has offered its assistance to strengthen the institution of Parliament as part of the Association's new programmes strategy.

### CPA Guernsey Branch

The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan was invited by the States of Guernsey from 29 to 30 June 2016 to attend the Annual General Meeting (AGM) of the CPA Guernsey Branch which was attended by many newly-elected deputies of the States Assembly. The CPA Secretary-General was welcomed into the Royal Court and the Assembly Chamber by the Deputy Bailiff of Guernsey and Deputy President of the States, Richard McMahon when he watched the debates and proceedings in the States of Guernsey prior to attending the CPA Guernsey AGM.

During his visit to the States of Assembly, the Secretary-General also met with the Lieutenant-Governor of Guernsey, Vice-Admiral Ian Corder CB and Sir Richard Collas, Bailiff of Guernsey and President of the States Assembly to discuss the work of the Commonwealth Parliamentary Association. The Secretary-General met with many current and newly-elected members of the States of Guernsey following the elections held in Guernsey in April 2016 as well as Guernsey's longest serving deputy and 'Mother of the house', Deputy Mary Lowe. In April 2016, 32% of the deputies that were elected in Guernsey were women – which more than doubled the number of women compared to the previous assembly which had 13% women deputies. The CPA Guernsey Branch hosted the Commonwealth

Below: The CPA Secretary-General was welcomed into the Royal Court and the Assembly Chamber of the States of Guernsey.



Above: The CPA Secretary-General after meeting with Deputies of the States of Guernsey.

Women Parliamentarians (CWP) British Islands and Mediterranean Regional Conference in Guernsey in February 2016 where the theme was 'Influencing Policy and Legislation for the Empowerment of Women'.

During his visit to Guernsey, the Secretary-General also delivered a CPA Roadshow on the Commonwealth and democracy to over 100 sixth form students at Guernsey Grammar School and Sixth Form Centre.

### CPA Tonga Branch

During a visit to the CPA Pacific Region for the 47<sup>th</sup> Presiding Officers' and Clerks' Conference for the Pacific and Australia Regions in Tonga from 10 to 13 July 2016, Mr Akbar Khan, Secretary-General of the Commonwealth Parliamentary Association (CPA) visited the CPA Tonga Branch. The Secretary-General joined the Speaker of the Tongan Parliament, Lord Tu'ivakano and the Crown Prince of Tonga, HRH Tupouto'a 'Ulukalala in opening the 47<sup>th</sup> Presiding Officers' and Clerks' Conference in Tonga.

The CPA Secretary-General also undertook a CPA Roadshow tour with visits to local schools and colleges, reaching out to over 5,000 Tongan students to talk about the importance of the political values of the Commonwealth, including diversity, development and democracy.





### CPA New Zealand Branch

The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan visited the New Zealand Branch of the CPA and the Parliament of New Zealand on his first visit as Secretary-General from 6 to 9 July 2016. The Secretary-General was received by Rt Hon. David Carter, Speaker of the House of Representatives and David Wilson, Clerk of the House of Representatives at the Parliament of New Zealand. The Secretary-General was received into the Chamber of the House of Representatives during a parliamentary sitting and was received by Members of the New Zealand Parliament. The Secretary-General was introduced to the House and was able to observe Question Time in the Parliamentary chamber.

During his visit to the New Zealand Parliament, the Secretary-General of the CPA also met with the Parliamentary Relations Secretariat and CPA Regional Secretariat for the Pacific Region; met with CPA Executive Committee Member for the Pacific Region, Paul Foster-Bell, MP and Poto Williams, MP, Commonwealth Women Parliamentarians Steering Committee Member for the Pacific Region; had a meeting with Deputy Speaker of Parliament, Hon. Chester Borrows MP as well as other Members of Parliament. During his visit to New Zealand, the Secretary-General conducted an interview with Radio New Zealand about the Commonwealth and the work of the CPA.

The Secretary-General of the CPA met with Helen Smith, Deputy High Commissioner at the British High Commission to New Zealand before meeting with Andrew Little, MP, Leader of the Opposition and Poto Williams, MP. The Secretary-General visited Te Papa Tongarewa, the national Museum of New Zealand for a guided tour.

As part of the visit, the CPA Secretary-General, Mr Akbar Khan delivered a CPA Roadshow to students on the Victoria International Leadership Programme at Victoria University in Wellington. The Secretary-General had an engaging session with the Victoria University students who also had the opportunity to ask questions. The Secretary-General's final engagement of the visit was to the Zealandia Sanctuary for a guided walk and tour of the sanctuary and a visit to the Mount Victoria Lookout.

Below: The CPA Secretary-General met with Rt Hon. David Carter, Speaker of the House of Representatives at the Parliament of New Zealand.



Above: The CPA Secretary-General met with the Speaker of the Northern Ireland Assembly, Robin Newton, MLA, who is also the President of the CPA Northern Ireland Branch, at the Stormont Parliament Buildings.

### CPA Northern Ireland Branch

The Secretary-General of the Commonwealth Parliamentary Association (CPA), Mr Akbar Khan visited the Northern Ireland Branch of the CPA from 26 to 27 September 2016 at the invitation of Jo-Anne Dobson, MLA, Chair of the Northern Ireland CPA Branch, Northern Ireland Assembly.

During his visit to the Northern Ireland Assembly, the Secretary-General of the Commonwealth Parliamentary Association met with the Speaker of the Northern Ireland Assembly, Robin Newton, MLA, who is also the President of the CPA Northern Ireland Branch, at the Parliament Buildings before meeting with Members of the CPA Northern Ireland Executive Committee and other Members of the Assembly. The Secretary-General discussed the range of parliamentary strengthening programmes that the CPA offers and is developing to support the professional development of Members of Parliament and parliamentary staff. The Secretary-General of the CPA also met with the First Minister of Northern Ireland, Arlene Foster, MLA; and Brenda Hale, MLA.

Below: The CPA Secretary-General met with Jo-Anne Dobson, MLA, Chair of the Northern Ireland CPA Branch; the First Minister of Northern Ireland, Arlene Foster, MLA; and Brenda Hale, MLA.



Foster, MLA and discussed the work of the Commonwealth Women Parliamentarians that the CPA undertakes across the Commonwealth.

The CPA is the only Commonwealth body that works to strengthen sub-national and devolved assemblies such as the Northern Ireland Assembly. The relationship between the Northern Ireland Assembly and the CPA is therefore key in providing a platform to develop good parliamentary practice within the Northern Ireland Assembly, and also to share good practice with other similar legislatures across the Commonwealth, from provincial legislatures in Canada, to sub-national legislatures in Pakistan or Nigeria. The CPA is keen to work with the Northern Ireland Assembly to share its innovative practices, such as the online Knowledge Exchange Seminar Series, with all legislatures of the CPA across the Commonwealth.

The CPA Secretary-General also visited two local schools in Northern Ireland - Lurgan College and Dromore Central Primary School - as part of the CPA Roadshows tour of the Commonwealth schools and universities. The Secretary-General was accompanied by Jo-Anne Dobson, MLA, Chair of the Northern Ireland CPA Branch, Northern Ireland Assembly to Lurgan College and by Brenda Hale, MLA, Member of the CPA Northern Ireland Executive Committee on the visit to Dromore Central Primary School.

### CPA Bermuda Branch

The Secretary-General of the Commonwealth Parliamentary Association (CPA), Mr Akbar Khan visited the Bermuda Branch of the CPA from 1 to 6 November 2016 and highlighted youth participation in the Overseas Territories. The Secretary-General was invited to visit Bermuda by Hon. K. H. Randolph Horton, JP, MP, Speaker of the House of Assembly of Bermuda, his first visit as Secretary-General since his appointment in January 2016.

During his visit to Bermuda, the Secretary-General of the Commonwealth Parliamentary Association met with the Premier of Bermuda, Hon. Michael Dunkley, JP, MP and with the Leader of the Opposition, Hon. Marc Bean, MP. The Secretary-General also paid a courtesy call on the Acting Governor of Bermuda, Mrs. Ginny Ferson.

The Secretary-General discussed the range of parliamentary strengthening programmes that the CPA offers and is developing to support the professional development of Members of Parliament and parliamentary staff.

The CPA is the only Commonwealth body that works to strengthen sub-national and territorial assemblies and legislatures such as the Bermuda House of Assembly. The relationship between the Bermuda and the CPA is therefore key in providing a platform to develop good parliamentary practice within the Overseas Territories and to share good practice with other similar legislatures across the Commonwealth.

The CPA Bermuda Branch has been an active Member of the Commonwealth Parliamentary Association and hosted the study group which resulted in the publication of the CPA's *Recommended Benchmarks for Democratic Legislatures* in 2006.

The CPA Secretary-General visited five schools and colleges in Bermuda - Bermuda Institute, Berkeley Institute, Mount Saint Agnes Academy, Saltus Grammar School,



Above: The CPA Secretary-General visiting the Parliament of Bermuda with Hon. K. H. Randolph Horton, JP, MP, Speaker of the House of Assembly of Bermuda.

Bermuda College - as part of the CPA Roadshows tour of the Commonwealth schools and universities.

The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan said: "As the CPA approaches its 105<sup>th</sup> year, we are very excited about bringing the CPA Roadshow to Bermuda for the first time - to engage with local students on the values that unite the Commonwealth and to highlight youth participation in the Overseas Territories. I am delighted to visit the Bermuda Branch of the CPA and to talk about the important and innovative work in the region. I would like to express my sincere thanks to the Speaker of the Bermuda House of Assembly, Hon. K. H. Randolph Horton, JP, MP for his invitation to visit the Branch and further strengthen relations between the CPA and the Bermuda House of Assembly."

## CPA Parliamentary Seminars



### 27<sup>th</sup> CPA Commonwealth Parliamentary Seminar in Brisbane, Queensland, Australia

The 27<sup>th</sup> Commonwealth Parliamentary Seminar was hosted by the CPA Queensland Branch at the Parliament of Queensland in Brisbane, Australia from 5 to 11 June 2016. The CPA Commonwealth Parliamentary Seminar was officially opened by His Excellency Hon. Paul de Jersey AC, the Governor of Queensland with a ceremony held at Parliament House in Brisbane. The Speaker of the Legislative Assembly of Queensland, Hon. Peter Wellington MP and Mr Akbar Khan, Secretary-General of the Commonwealth Parliamentary Association both gave speeches of welcome at the seminar's opening ceremony. The ceremony also had an indigenous welcome to Queensland, Australia by community leader Aunty Carol Currie and an indigenous dance performance by the Excelsior dancers.

Hon. Peter Wellington MP, Speaker of the Legislative Assembly of the Queensland Parliament said: "Our Queensland Branch of the Commonwealth Parliamentary Association is honoured to be able to host the CPA Commonwealth Parliamentary Seminar this year. Opportunities like this seminar allow us to learn from each other about what other 'Westminster' Parliaments are doing, what they are not doing, the reasons for adopting particular practices and Standing Orders, and to ventilate issues in a professional and collegial way."

The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan said: "I am pleased to welcome delegates to the 27<sup>th</sup> Commonwealth Parliamentary Seminar on the theme of Strengthening Parliamentary Democracy. The gathering of Members of Parliament at the seminar represents the diversity of the Commonwealth, the CPA and its Parliaments and we are delighted to be hosting this seminar with the CPA Queensland Branch at the Parliament of Queensland."

The 27<sup>th</sup> Commonwealth Parliamentary Seminar saw participants from a wide cross section of CPA Branches including: Cameroon; Fiji; Haryana; India; Jersey; Meghalaya; Mpumalanga; Namibia; New South Wales; New Zealand; Nigeria; North West (South Africa); Pakistan; Punjab, India; Québec; Queensland; Sikkim; Singapore; South Australia; United Kingdom; Western Australia.

Left: Delegates to the 27<sup>th</sup> CPA Commonwealth Parliamentary Seminar in Brisbane, Australia hosted by the Parliament of Queensland.

The CPA Commonwealth Parliamentary Seminar delegates were hosted by His Excellency Hon. Paul de Jersey AC, the Governor of Queensland and Mrs Kaye de Jersey at a reception held at Government House, Queensland.

Participants in the seminar benefitted from a number of presentations, workshops and sessions by leading experts in the field of parliamentary strengthening and governance. Sessions were held on a wide variety of topics including: *The Evolution of the Commonwealth and the Role of the CPA*; *The Evolution of Parliamentary Democracy and the Political Scene in Australia*; *The Member of Parliament, the Party and Policy*; *Parliamentary Committees and the Importance of Scrutiny*; *Parliamentarians' Role in Tackling Domestic Violence*; *Parliament, the Member and the Media*; *The Parliamentarian's Role in Implementing Sustainable Development Goals*.

### 13<sup>th</sup> Canadian Parliamentary Seminar in Ottawa, Canada

The CPA Canada Branch co-hosted the Canadian Parliamentary Seminar with the CPA Headquarters Secretariat from 29 May to 4 June 2016. The theme of the Seminar was 'Strengthening Democracy and the Role of Parliamentarians: Challenges and Solutions'.

Topics discussed were: *the Commonwealth and the Role of the CPA*; *the Canadian Political Scene*; *the Role and Operation of the Canadian Parliament*; *Parliamentary Committees*; *Financing Elections*; *the Parliamentary Presence of Political Parties: the Role of Party Caucuses*; *How an MP's Office works*; *Tools and Resources to engage Citizens*; and *Twinning Initiatives and Influencing Governments and Regulating Influence: Parliament and Lobbyists*.

Participants were furthermore given the opportunity to observe Senator's Statements and Official Recognition and the House of Commons Question Period. The Seminar was designed to meet the needs of newly elected Members and/or backbench Parliamentarians. It is aimed at complementing existing professional development programmes for Parliamentarians and as a tool for sharing best practices throughout the Commonwealth.

Below: Delegates to the 13<sup>th</sup> CPA Canadian Parliamentary Seminar in Ottawa, Canada co-hosted by Canadian Federal Branch with the CPA Headquarters Secretariat.



## CPA Programmes and Professional Development

### CPA Asia Regional Human Rights Seminar for Parliamentarians in Colombo, Sri Lanka

The Parliament of Sri Lanka and the CPA Sri Lanka Branch hosted a Commonwealth Regional Seminar on the *Role of Parliamentarians in the Promotion and Protection of Human Rights*. The Seminar, hosted in partnership with the Commonwealth Parliamentary Association and the Commonwealth Secretariat, took place from 1 to 3 February 2016 in Colombo, Sri Lanka.

Members of Parliament, Ministers and Human Rights experts attended the seminar from Sri Lanka and other Commonwealth Asia countries such as Bangladesh, India, Pakistan and Maldives.

Hon. Ranil Wickremesinghe MP, Prime Minister of Sri Lanka opened the CPA Asia Regional Seminar on the Role of Parliamentarians in the Promotion and Protection of Human Rights and at the opening ceremony delivered his keynote address. The Prime Minister of Sri Lanka outlined that a Seminar for Parliamentarians in Asia on realising human rights is long overdue and in the case of Sri Lanka, the challenge is how to reconcile the people after the long war. He said that the task ahead for Sri Lanka is a difficult one as it involves balancing the issues of reconciliation and accountability which are interdependent. The Hon. Speaker of the Parliament of Sri Lanka, Karu Jayasuriya MP said that he believes that Parliament has a critical role to play in the days ahead for nation building in Sri Lanka.

Over three days, Commonwealth Parliamentarians discussed human rights challenges in the region and considered practical actions to improve the situation by using their remits of law making and oversight of the executive. They also considered their relationship with the international human rights system including the work of the Human Rights Council and its Universal Periodic Review mechanism. Asma Jahangir, former United Nations Special Rapporteur on Freedom of Religion or Belief and Deepika Udigama, Chairperson of the Human Rights Commission of Sri Lanka are two of the human rights experts who supported this initiative.

Recognising the fundamental role of Parliament to promote and

Below: Delegates at the CPA/CTO Africa Regional Information Communications Technology Workshop in Nigeria.



Above: Delegates at the CPA Asia Regional Human Rights Seminar for Parliamentarians in Colombo, Sri Lanka

protect human rights, the Commonwealth Parliamentary Association in partnership with the Commonwealth Secretariat launched a series of regional seminars in 2013 aimed at strengthening the work of parliamentarians in improving their national human rights landscapes. The Asia Regional Seminar in Sri Lanka is the fourth in the series and seeks commitment to a practical set of actions set out in a declaration as well as support for the establishment of a regional network of Parliamentarians dedicated to implementing the declaration.

The first seminar took place in Trinidad and Tobago in 2013 resulting in the establishment of the Commonwealth Caribbean Parliamentary Human Rights Group. The Africa regional seminar in Seychelles in March 2014 similarly resulted in the Commonwealth Africa Parliamentary Human Rights Group and the adoption of the Mahé Declaration. The Pacific regional seminar held in New Zealand in July 2015 produced the Pipitea Declaration and commitment by parliamentarians to support the establishment of a regional network of Parliamentarians.

At the conclusion of the Commonwealth Regional Seminar on the Role of Parliamentarians in the Promotion and Protection of Human Rights the Kotte Declaration was adopted and issued.

### CPA/CTO Africa Regional Information Communications Technology Workshop in Abuja, Nigeria

The workshop was the second in a series which focused on Information Communication Technology (ICT). The first, which was held in December 2014, focused on legislating for ICTs and the use of ICTs by Parliamentarians. It was hosted by the Parliament of Trinidad and Tobago and was delivered to Parliamentarians from the Caribbean, Americas and Atlantic Region. It was organised jointly by the Commonwealth Parliamentary Association (CPA) and the Commonwealth Telecommunications Organisation (CTO).

This workshop took place in Abuja, Nigeria from 2 to 3 February 2016 and was geared towards identifying the opportunities and challenges ICTs pose for the Africa region. It also focused on the role the Internet plays in socio-economic development with a view to equip Parliamentarians' engagement in its governance.

Participants to the Workshop looked at regional issues such as the status of ICTs for development in Africa, connectivity, e-Commerce and its challenges, and possible multi-stakeholder approaches to global internet governance.



Above: Parliamentarians at the CPA Post-Election Seminar in Mauritius.

### CPA Post-Election Seminar in Port Louis, Mauritius

The CPA offers the provision of a Post-Election Seminar (PES) to Branches with a view to building capacity of newly elected Members of Parliament (MPs) to enable them to function more effectively and efficiently in the performance of their democratic duties, and serves as a refresher course to returning MPs after an election.

A PES was delivered to the Parliament of Mauritius from 16 to 18 February 2016. The three-day seminar was open to all Members of the Mauritius National Assembly. It was delivered by the CPA using a team of five experts including Hon. Jomo Nyambi MP, Parliament of South Africa; Hon. Shri Dilip Kumar Gandhi MP, Lok Sabha, India; Hon. William Ngeleja MP, Parliament of Tanzania; Ms Philippa Helme, Principal Clerk, UK House of Commons; and Dr Rasheed Draman, Executive Director of the African Centre of Parliamentary Affairs. The topics discussed included:

- The Evolution of Parliamentary Democracy and the Constitution of Mauritius
- Institutional aspects of the Parliamentary System including the relationship between the Legislature, the Executive and the Judiciary
- Parliament, Democracy and Civil Society and the Role of an MP
- Practice and Procedure in the House
- Parliamentary Committees.

The local resource team pooled by the Mauritius National Assembly consisted of Mr Daby, former Speaker of the Mauritius National Assembly and Mrs Cziffra, former Attorney General and former Women's Minister.

### Global Study Group on Public Accounts Committees (PAC) Oversight of Responses to National Crises in Kathmandu, Nepal

The CPA and the World Bank Group (WBG) convened a two-day meeting to explore the oversight role of PACs in the response to natural disasters. The study group met in Kathmandu, Nepal from 11 to 12 March 2016.

This programme aimed at identifying performance as well as financial issues that should form the basis for recommendations for future preparedness; the report resulting from this meeting with recommendations for action will be discussed by individual PAC Associations as a basis for improving PAC oversight of response to crises in individual regions. The objectives of this Study Group were to:

- Consider the role of the PAC in examining responses to crises, including both natural and human-caused disasters, as well as health issues, that require emergency funding, either through consolidated revenues or Overseas Development Assistance (ODA).



Above: The Global Study Group on Public Accounts Committees (PAC) Oversight of Responses to National Crises in Nepal.

- Identify performance as well as financial issues that should form the basis for recommendations for future preparedness.
- Collaborate across PAC Associations to identify emerging PAC good practice globally;
- Consider how PACs should plan for business continuity; and prepare a report – with recommendations for action – by 31 December 2016.

### CPA Post-Election Seminar for the Parliament of Guyana in Georgetown, Guyana

The Commonwealth Parliamentary Association (CPA) Post-Election Seminar for the Parliament of Guyana took place in Georgetown, Guyana, from 30 March to 1 April 2016, hosted by the CPA Guyana Branch. The Seminar was opened by the First Vice-President and Prime Minister of Guyana, Hon. Moses V. Nagamootoo, JP, MP; the Speaker of the Parliament of Guyana, Hon. Dr Barton U.A. Scotland, C.C.H, MP and Mr Akbar Khan, Secretary-General of the Commonwealth Parliamentary Association.

The CPA Resource Team consisted of Hon. Chandra Arya, MP, House of Commons, Canada; Hon. Rodger Cuzner, MP, House of Commons, Canada; the Rt. Hon. David Lammy, MP, House of Commons, United Kingdom; Senator David Smith, QC, Senate of Canada; Mrs Jacqui Sampson-Meiguel, Clerk to the House of Representatives, Parliament of Trinidad and Tobago; Mr José Cadorette, Deputy Principal Clerk, House of Commons, Canada; and Ms Elizabeth Kingston, CPA Canada Branch Secretary.

Below: Members of Parliament gather for the CPA Post-Election Seminar for the Parliament of Guyana in Georgetown, Guyana.



Above: The CPA Parliamentary Staff Development Workshop for the Asia and South East Asia Regions was hosted by the Parliament of Pakistan.

### Caribbean, Americas and Atlantic Network of Public Accounts Committees CarNPAC Core Group Meeting in Bridgetown, Barbados

The CPA has continued its collaborative work with the World Bank Group to develop and support regional PAC networks. In this regard, the first meeting of the Caribbean, Americas and Atlantic Network of Public Accounts Committees (CarNPAC) took place in Bridgetown, Barbados from 18 to 19 April 2016. The Core Group includes members from Barbados, Bermuda, Nevis, Jamaica and Trinidad and Tobago. The Regional Network is in its early development stages with the first annual meeting of the network scheduled to take place in Kingston, Jamaica in October 2016.

### CPA Parliamentary Staff Development Workshop for the Asia and South East Asia Regions in Islamabad, Pakistan

The Commonwealth Parliamentary Association (CPA) Parliamentary Staff Development Workshop for the Asia and South East Asia Regions was hosted by the Parliament of Pakistan in Islamabad, Pakistan. The CPA Programme, held from 4 to 7 May 2016, was opened by Mr Amjed Pervez, Secretary of the Senate in Pakistan and Ms Meenakshi Dhar, Director of Programmes at the Commonwealth Parliamentary Association, representing the Secretary-General of the CPA, at the Pakistan Institute for Parliamentary Services (PIPS), Islamabad.

The participants in the Parliamentary Staff Development Workshop attended a series of sessions on Parliamentary practice and procedures. The resource persons for the Parliamentary Staff Development Workshop were: Mrs Rabeea Anwar, Parliament of Pakistan; Mr M. Anwar, Parliament of Pakistan; Mr Hammad Mari, Parliament of Pakistan; Ms Iffat Mustafa, Director of Research, Senate of Pakistan; Dr Pervez Abbas, Additional Secretary, Committees, Senate of Pakistan; Dr Godfrey Haantobolo, Deputy Clerk, Parliament of Zambia; Mr Peter McHugh, Clerk of the Legislative Assembly of Western Australia; Mr Simon Ross, Senior Deputy Greffier, Guernsey.

One of the CPA's core functions is to develop the capacity of Parliamentary staff. Each year, the CPA convenes Parliamentary Staff Development Workshops on a regional basis with seminars covering all aspects of serving Parliament including: the administration of Parliament, the importance of providing sound and impartial advice to Members, servicing Committees and practice and procedure in the House. The CPA has provided such Seminars for the Africa, Pacific, Caribbean, Americas and Atlantic, Asia and South East Asia Regions.



Above: Members of the Parliament of Samoa at the CPA Post-Election Seminar in Apia, Samoa in May 2016.

### CPA Post-Election Seminar for the Parliament of Samoa in Apia, Samoa

The CPA Post-Election Seminar for the Parliament of Samoa took place in Apia, Samoa from 10 to 11 May 2016, hosted by the CPA Samoa Branch.

The Seminar was opened by the Speaker of the Parliament of Samoa, Hon. Le'aupepe Toleafoa Fa'afisi. The Keynote Address was delivered by the Prime Minister of Samoa, Hon. Tuilaepa Auelua Fatialofa Lolofigatele Lupesoliai Dr Sailele Malielegaoi.

The CPA Resource Team consisted of four renowned academics from the Australia and Pacific Regions: Professor David Clark from Flinders University, South Australia; Professor Graham Hassall, Victoria University of Wellington, New Zealand; Professor Richard Herr, University of Tasmania, Australia; and Professor Elizabeth McLeay from the Victoria University of Wellington, New Zealand.

The aim of the programme was to build the capacity of newly elected Members of Parliament, with the last election having had a turnover of 50% of Members. The Seminar was followed by a one-day induction programme for Parliamentary staff.

### Parliamentary Staff Development Workshop for the Pacific Region in Nadi, Fiji

The 4<sup>th</sup> Commonwealth Parliamentary Association (CPA) Parliamentary Staff Development Workshop for the Pacific Region was hosted by the Parliament of Fiji in Nadi, Fiji, from 15 to 19 May 2016. The CPA Workshop saw Parliamentary staff from across the Pacific Region come together to develop their core skills and to share experiences from their own jurisdictions. Parliamentary staff represented the following jurisdictions: Bougainville; Cook Islands; Fiji; Samoa; Kiribati; Solomon Islands; Tonga; Nauru; and Tuvalu. Topics discussed included 'Effective Parliamentary Committees', 'Procedural Research Tools', 'Votes of No Confidence' and 'Tradition and Culture in Parliament'.

The Workshop was organised in cooperation with the CPA Regional Secretariat for the Pacific Region; the resource team consisted of Ms Suze Jones, Clerk Assistant (House), New Zealand; Mr Gabor Hellyer, Parliamentary Officer (Parliamentary Law and Practice), New Zealand; Mr Ray Purdey, Clerk of the Legislative Assembly, Victoria, Australia and Mr Andres Lomp, Communications and Public Engagement Manager, Parliament of Victoria.





Above: Parliamentary Staff at the International Professional Development Programme in partnership with the CPA in Canada.

### International Professional Development Programme for Parliamentary Staff in Montréal, Canada

The CPA in collaboration with McGill University and the World Bank Group continued its Professional Development Programme for Parliamentary Staff. The Programme consists of a one-week residential seminar at McGill University, followed by five expert-moderated e-learning courses from September 2016 to June 2017. This year's programme follows three successful previous collaborations in 2013, 2014 and 2015.

The one-week intensive residency seminar took place in Montréal, Canada from 16 to 20 May 2016. The CPA sponsored delegates from Pakistan, the Solomon Islands, Nevis Island, Chattisghar (India), Queensland (Australia), Saskatchewan (Canada) and New Zealand to attend the programme.

### Pacific Network of Public Accounts Committees PaNPAC Core Group Meeting in Nadi, Fiji

The Pacific Public Accounts Committees (PaNPAC) held a development meeting in Nadi, Fiji from 6 to 8 June 2016. Members of the PaNPAC Core Group met in Denarau Island, Fiji. The objectives of the meeting were to:

- Share peer experiences and learning
- Use a planning and evaluation framework to create a vision for the value of the PaNPAC network
- Plan and start the next steps for preparing a PaNPAC network meeting in 2016.

The Core Group includes members from Solomon Islands, Fiji, Niue, Bougainville and Tonga. PaNPAC is due to meet in Solomon Islands later in the year.

### CPA Post-Election Seminar for the Parliament of Uganda in Kampala, Uganda

The CPA assisted the CPA Uganda Branch to organise a Post-Election Seminar for its Parliament from 27 June to 1 July 2016. The CPA provided two Resource Team members to assist with the delivery of the following topics: *The Legislative Process; Committee System in Parliament; Party Caucusing and the Phenomenon of Independent Members of Parliament.* The CPA Resource Team included Hon. Cletus A. Avoka, MP from the Parliament of Ghana and Mr. Crispin Poyser, Clerk of the United Kingdom Parliament's Overseas Office.

### CPA Parliamentary Staff Development Workshop for the Caribbean, Americas and the Atlantic (CAA) Region in St George's, Grenada

The 6<sup>th</sup> Commonwealth Parliamentary Association (CPA) Parliamentary Staff Development Workshop for the CAA Region took place in St George's, Grenada, hosted by the Parliament of Grenada from Monday 22 to Wednesday 24 August 2016. The CPA Workshop saw Parliamentary staff from across the CAA Region come together to develop their core skills and to share experiences from their own jurisdictions. Parliamentary staff represented the following jurisdictions: Antigua and Barbuda, Anguilla, Guyana, Dominica, Saint Vincent and the Grenadines, Jamaica, British Virgin Islands, Bermuda, Barbados, Cayman Islands, Montserrat, Trinidad and Tobago, Turks and Caicos, St Christopher and Nevis and St Lucia.

One of the Commonwealth Parliamentary Association's core functions is to develop the capacity of Parliamentary staff and each year, the CPA convenes Parliamentary Staff Development Workshops on a regional basis. The Workshops cover specific aspects of serving parliament; for this Workshop, the topics of discussion will include the production and archiving of parliamentary records, clerking for committees and the effective use of technology in Parliament. The CPA has provided similar Workshops for the Africa, Pacific, Asia and South-East Asia Regions. The CPA Parliamentary Staff Development Workshop for the CAA Region included an official welcome by the Speaker of the Grenada Parliament, Hon. Michael Pierre MP. The CPA Resource Team for the Workshop included the Clerk of the Parliament of Trinidad and Tobago, Ms Jacqui Sampson-Meiguel; the Clerk of the Parliament of Bermuda, Ms Shernette Wolffe; and the former Clerk of the Canadian Senate, Mr Paul Belisle.

### 2016 meeting of the Caribbean Network of Public Accounts Committees (CarNPAC), Jamaica

Parliamentarians from across the Caribbean, Americas and Atlantic (CAA) Region, who are engaged in scrutinising financial budgets and legislation through Public Accounts Committees, participated in the 2016 meeting of the Caribbean Network of Public Accounts Committees (CarNPAC), hosted by the Parliament of Jamaica from 24 to 25 October 2016.

The meeting was opened by Hon. Pearnel Charles, CD, MP, JP, Speaker of the Parliament of Jamaica and saw opening addresses by the Chair of the Public Accounts Committee in the Parliament of Jamaica, Hon. Dr Peter Phillips, MP; Ms Arlene Bussette, Assistant Director of

### Below: The CPA Parliamentary Staff Development Workshop for the Caribbean, Americas and the Atlantic Region in Grenada.



Above: Delegates at the 2016 meeting of the Caribbean Network of Public Accounts Committees (CarNPAC) in Jamaica.

Programmes, Commonwealth Parliamentary Association; Ms Galina Y. Sotirova, Country Manager, World Bank Liaison Office, Jamaica.

The network's members were able to use the opportunity of convening in Jamaica to learn more about different institutions that directly or indirectly support the functions of the Public Accounts Committee (PAC) and contribute to financial oversight in Jamaica.

The CarNPAC Regional Network meeting identified where in the region legislatures are seeing the application of good practices; explored how Parliamentarians can learn from each other's successes and failures; and built consensus as to what progress looks like for individual jurisdictions and for the region as a whole.

In recent years, there has been a growing awareness of the importance of Public Account Committees in ensuring proper Public Financial Management. The CPA's involvement in this programme is part of its longstanding commitment to strengthening Parliaments, especially in developing parliamentary capacity for effective financial scrutiny.

The CPA promotes these networks as one of the most effective ways in which PACs performance in every jurisdiction can be improved is by developing ways to exchange information. Information is a key resource in building capacity for the PAC to function well. Even well-established PACs need to keep abreast of developments, identify trends and try to anticipate the varying range of audit issues which it will eventually have to deal with.

The following jurisdictions were represented at the CarNPAC Regional Network: Antigua & Barbuda; Anguilla; Barbados; Bermuda; Belize; Cayman Islands; Grenada; Guyana; Falkland Islands; Nevis Islands; Saint Lucia; Trinidad and Tobago; Turks & Caicos.



### CPA launches new Regional 'Hot Topics' Forums with first event for CPA Asia Region in Pakistan

The CPA Headquarters Secretariat launched its first CPA Regional Hot Topics Forum to provide an opportunity for the CPA Membership and the wider community to engage with experts on a particular topic which is of specific regional relevance. The CPA Forum was held from 24 to 25 November 2016 hosted by the Senate of the Parliament of Pakistan and the CPA Pakistan Branch.

The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan said: "As a key strand of CPA's work, the CPA Regional Hot Topic Forum focuses on pressing democracy and good governance issues relevant to Parliaments and Legislatures in the Region. Here in Islamabad, the CPA Regional Hot Topics Forum brings together not only Parliamentarians, but also the Commonwealth family, as well as academics and civil society leaders. The CPA Asia Regional Hot Topics Forum will provide an opportunity to discuss 'Democracies in Transition and the Challenges they face'; a very pertinent topic in this region and indeed across the entire Commonwealth as we seek to strengthen our democratic institutions and respect the importance of the separation of powers. I am delighted to launch the CPA Regional Hot Topics Forum here in the Asia Region of the CPA, hosted by the CPA Pakistan Branch and the Senate of Pakistan."

The first CPA Regional Hot Topics Forum was held in the CPA Asia Region on the subject of 'Democracies in Transition and the challenges they face.' At the opening of the CPA Asia Regional Hot Topic Forum, Hon. Mian Raza Rabbani, Chairman of the Senate of Pakistan expressed the hope that with regular interactions like these and by playing an even more constructive part in the Association, Pakistan can benefit more to address the problems of freedom, national integration, implementation of policies, federation and power of the central government in its democracy and to establish itself firmly as a true democracy in the community of the parliamentary democracies of the CPA and around the globe.

Hon. Mian Raza Rabbani, Chairman of the Senate of Pakistan said: "Learning from the experiences of the other democracies and parliaments is important for Pakistan as we are a democracy in transition and also because we started our journey of transition from dictatorship to democracy. It is also important to tell the people that parliament is no longer a debating club and a resting place for politicians. Rather than the initiatives being undertaken and the efforts of the Senate of Pakistan to legislate on the rights of the federating units and marginalised segments speak volumes of the changes that have taken place." He said that the Executive have the tendency to override the Parliament and the time has come that Parliament should stand out to protect its powers. He also thanked the CPA for creating the CPA Regional Hot Topic Forums and for choosing to launch them in Pakistan.

The opening ceremony also heard opening addressees from: Mr Akbar Khan, Secretary General of the Commonwealth Parliamentary Association (CPA); Senator Raja Zafar-ul-Haq, Leader of the House in the Senate of Pakistan; Senator Aitzaz Ahsan, Leader of the Opposition in the Senate of Pakistan. The two day CPA Asia Regional Hot Topic Forum heard from a wide range of experts and commentators in the Region on the subject of 'Democracies in Transition and the Challenges they face.' Participants were drawn from within the local CPA Pakistan Membership and across the CPA Asia Region as well as students from local universities, High Commissioners and civil society groups. Participants heard from a wide range of guest speakers and panellists at the CPA Asia Regional Hot Topic Forum.

Left: The launch of the CPA Regional Hot Topic Forum in Pakistan.



### PaNPAC Pacific Regional Network of Public Accounts Committees focuses on parliament's role in financial scrutiny at meeting in the Solomon Islands

Parliamentarians from across the Pacific Region, who are engaged in scrutinising financial budgets and legislation through Public Accounts Committees, participated in the 2016 meeting of the Pacific Network of Public Accounts Committees (PaNPAC), hosted by the Parliament of Solomon Islands from 7 to 9 November 2016. The delegate countries attending the meeting include: Cook Islands, Nauru, Tuvalu, Tonga, Fiji, Samoa, and the Solomon Islands. The meeting was opened by Mr Clezy Rore, Clerk to the National Parliament of Solomon Islands, on behalf of the Commonwealth Parliamentary Association.

The PaNPAC meeting built on the initial PaNPAC meetings in New Zealand and Fiji in order to strengthen the learning partnership of PACs in the region. The network's members were able to use the opportunity of convening in Solomon Islands to learn more about different institutions that directly or indirectly support the functions of the Public Accounts Committee (PAC) and contribute to financial oversight. The PaNPAC meeting is planned by the PaNPAC Core Group supported by the Commonwealth Parliamentary Association (CPA), the United Nations Development Programme (UNDP) and the World Bank Group.

### Newly elected Parliamentarians in Zambia at CPA Post-Election Seminar

Newly elected Parliamentarians to the 12<sup>th</sup> National Assembly of Zambia have attended the Commonwealth Parliamentary Association Post-Election Seminar, which took in Lusaka, Zambia from 12 to 14 November 2016, hosted by the CPA Zambia Branch. Members of Parliament were elected at the most recent Zambian elections held on 11 August 2016. The CPA Post-Election Seminar was opened by Rt Hon. Justice Dr Patrick Matibini, SC, MCI Arb, MP, Speaker of the National Assembly of Zambia. The Secretary-General of the Commonwealth Parliamentary Association (CPA), Mr Akbar Khan also addressed Members at the opening ceremony and attended the Post-Election Seminar.

The Speaker of the National Assembly of Zambia, Rt Hon. Justice Dr Patrick Matibini, SC, MCI Arb, MP said: "This seminar is very important as the knowledge you (MPs) will gain will contribute immensely to your professional development. It is my hope that at the end of the seminar, your understanding of parliamentary practice and procedure and your roles as Members of Parliament as well as the CPA to which our Parliament is a member, will be enhanced. May I take this opportunity to thank the CPA and all the resource persons for being available and in ensuring that a comprehensive programme is designed. Let me also take this opportunity to thank our cooperating partners, the United Nations Development Programme (UNDP) and Irish Aid for their continued financial support, without which the programme would not be a success."

The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan said: "The CPA Post-Election Seminar in Zambia provides an excellent opportunity for newly elected Members to ask questions about parliamentary practice and procedure and provides Members with a better understanding of the parliamentary system and democratic processes in Commonwealth jurisdictions. I am delighted to visit the Zambia Branch of the CPA along with a Commonwealth team of experts representing Commonwealth Parliamentarians, staff and academia to share good practice with Zambia's National Assembly Members on issues such as the importance of Codes of Conduct as a tool to help address the trust deficit in Parliaments; the importance of gender equality in parliament; and the essential role that an effective Committee can play. This peer-to-



Above: Parliamentarians from across the Pacific Region meet for PaNPAC Pacific Regional Network of Public Accounts Committees in the Solomon Islands.

peer learning and bringing together expertise from across the Commonwealth, goes to the heart of the CPA's key strength as an Association. In addition, as the CPA completes its 105<sup>th</sup> year, we are very excited about bringing the new CPA Roadshow to Zambia for the first time - to engage with local students on the values that unite the Commonwealth and to highlight youth participation in the Africa Region."

The busy CPA Post-Election Seminar programme included sessions for Members on: *The Role of Members in Accelerating the SDGs towards the realisation of Universal Health Coverage; The Public Accounts Committee and the Former Auditor-General Role of the Auditor-General in Parliamentary Oversight; Parliamentary Reforms in Zambia; Ethics, Governance and Professional Values for Members of Parliament.*

The newly elected Members of the National Assembly of Zambia heard from Parliamentarians, parliamentary staff and experts from Zambia as well as from other Commonwealth jurisdictions through the CPA. South African Member of Parliament, Hon. Angela Thoko Didiza, MP, Chairperson of the Commonwealth Women Parliamentarians (CWP) Africa Region presented a session on Women in Parliament; Mr Michael Tatham, Clerk of the Northern Territory Legislative Assembly in Australia presented two sessions on Parliamentary Practice and Procedure and on Parliamentary Committees; and Dr Abel Kinyondo from the University of Dar es Salaam, who played an instrumental role in the development of the CPA's Benchmarks for Codes of Conduct Applying to Parliamentarians who will talk about some key provisions of Codes of Conduct and the important role an effective Code of Conduct can play in enhancing public's trust in Parliament.

While visiting Zambia to attend the CPA Post-Election Seminar, the Secretary-General, Mr Akbar Khan also delivered a CPA Roadshow at NIPA College in Lusaka.

Below: The CPA Secretary-General speaks at the CPA Post-Election Seminar for the National Assembly of Zambia.



### Renewed focus on global trade at CPA-WTO Workshop for Parliamentarians in the Caribbean Region

Parliamentarians from across the Caribbean, Americas and Atlantic Region came together for the Regional Trade Workshop convened by the CPA and the World Trade Organisation (WTO) from 22 to 24 November 2016 in Port of Spain, Trinidad and Tobago. The Workshop was opened by Hon. Bridgid Annisette-George MP, Speaker of the House of Representatives of Trinidad and Tobago; Hon. Shirley Osborne MLA, Speaker of the Montserrat Legislative Assembly and Vice-Chairperson of the CPA; and Mr Bernard Kuiten, Head of External Relations of the World Trade Organisation (WTO). The following CPA Branches attended: Antigua & Barbuda; Belize; Grenada; Guyana; St Lucia; Bermuda; Cayman Islands; Montserrat.

The keynote address was given by Senator Hon. Paula Gopee-Scoon, Trade Minister of Trinidad and Tobago. The Minister reaffirmed Trinidad and Tobago's commitment to the multilateral system of the WTO and that the Government of Trinidad and Tobago is looking to expand and enhance market access into Central America, Africa and Asia as part of efforts to diversify the economy of Trinidad and Tobago away from dependence on oil and gas. Parliamentarians were able to look at the challenges and opportunities for the Caribbean region and for the global economy in relation to trade and heard from renowned experts in the field.

Hon. Bridgid Annisette-George MP, Speaker of the House of Representatives of Trinidad and Tobago said: "This three day CPA/WTO Workshop will assist Parliamentarians in better understanding the WTO rules and functions; understand the decisions that have been taken at the Bali and Nairobi Ministerial Conferences; look at a way forward on the Post Nairobi Negotiations, including possible ways to conclude the Doha Rounds; and finally, this is an opportunity for us as legislators to exchange views and our experiences in economic trade policies including emerging challenges that affect our economies."

Hon. Shirley Osborne, MLA, Speaker of the Montserrat Legislative Assembly and CPA Vice-Chairperson said: "As Parliamentarians we are an important link between constituents and their governments and we provide information exchanges between domestic and international interests. It is therefore critical for us to keep the public informed about the importance of looking at the world as a global market place where the flow of goods and services are crucial for the sustenance of our small island states. It is also important for us to work collectively to create a world trading system and indeed a global economy that is equitable and fair and leaves no one behind. This type of workshop from the CPA and WTO allows us to gain a broader and deeper understanding of the origins and principles of global trade and to use the principles to serve our people better. I wish to thank most sincerely the World Trade Organisation for their partnership with the CPA and the Parliament of Trinidad and Tobago for hosting this CPA Workshop."

Below: Hon. Shirley Osborne, MLA, Speaker of the Montserrat Legislative Assembly and CPA Vice-Chairperson speaks at the CPA-WTO Workshop for Parliamentarians in the Caribbean Region.



Above: Speakers and discussion leaders at the CPA Caribbean, Americas and Atlantic Regional 'Hot Topic' Forum on the need for increased women's political participation.

### 'Increased Women's Political Participation will benefit wider society' says CPA Caribbean Regional Hot Topic Forum

Delegates and participants at the CPA Caribbean, Americas and Atlantic Regional 'Hot Topic' Forum have heard from a number of speakers on the need for increased women's political participation for the benefit of wider society as they discussed the 'hot topic' of the region - 'Seeking to Increase Women's Political Participation'.

The CPA Regional Hot Topic Forum heard from a number of distinguished speakers including: Hon. Shirley Osborne MLA, Speaker of the Montserrat Legislative Assembly and Caribbean Regional Chair of the Commonwealth Women Parliamentarians (CWP); Hon. Kamla Persad-Bissessar MP, Leader of the Opposition in Trinidad and Tobago and former Prime Minister; Dr Josephine Ojiambo, Deputy Secretary-General of the Commonwealth Secretariat; Hon. Rayburn Blackmore MP, Minister of Immigration and National Security, Dominica; and Professor Verene Shepherd, Director of the Institute for Gender & Development Studies and Professor of Social History, University of the West Indies. The Forum was introduced by Ms Siobhan N. O'Garro and the moderator was Hon. Alix Boyd-Knights MHA, Speaker of the House of Assembly of Dominica.

The CPA Regional 'Hot Topic' Forums bring together not only Commonwealth Parliamentarians, but also academics, students, civil society organisations and the wider Commonwealth family. The Secretary-General of the Commonwealth Parliamentary Association (CPA) Mr Akbar Khan said: "Despite constituting half of the world's population, women continue to be disproportionately represented in governance and at all levels of decision-making. The stark reality is that globally, there are 38 countries in which women account for less than 10% of Parliamentarians. It is vital that this burning or 'hot topic' issue is debated to strengthen the resolve, conviction, courage and determination of women to stand for public office and to make their voices heard through this CPA Regional Hot Topic Forum. This forum is the first in a two-part series for the Region; the second we envisage will be delivered in early 2017, where we will continue this interactive dialogue."

This is the second Regional 'Hot Topic' Forum in the newly launched programme started and the CPA Caribbean, Americas and Atlantic Region selected the topic. The Forum was held in the margins of the 62<sup>nd</sup> Commonwealth Parliamentary Conference, on 15 December 2016 in London, United Kingdom. The CPA Secretariat in partnership with the CPA Regions will be holding CPA Regional Hot Topic Forums across the nine CPA Regions with further forums planned in 2017/18.

To view video highlights of the CPA Caribbean, Americas and Atlantic Regional 'Hot Topic' Forum on 'Seeking to Increase Women's Political Participation' please visit the CPA Headquarters Secretariat YouTube channel: [www.cpahq.org/cpahq/youtube](http://www.cpahq.org/cpahq/youtube).





Left: Former Lord Speaker of the UK Parliament's House of Lords, Rt Hon. Baroness D'Souza CMG PC gave the inaugural Commonwealth Parliamentary Association Lecture.

*'Commonwealth's enduring political values bring challenges and opportunities for Commonwealth Parliamentarians'* says former Lord Speaker as the inaugural speaker for new Commonwealth Parliamentary Association Lecture Series. Former Lord Speaker of the UK Parliament's House of Lords, Rt Hon. Baroness D'Souza CMG PC has spoken of the Commonwealth's enduring political values that bring challenges and opportunities for Commonwealth Parliamentarians as she launched the new Commonwealth Parliamentary Association Lecture Series on 15 December 2016. As the inaugural speaker in the new Commonwealth Parliamentary Association Lecture Series, Baroness D'Souza commented: *"How should we characterise the world we currently live in? We have conflict, despair, inaction, short-termism, globalisation, growing disparity between the rich and the destitute. I hope that you will agree that there has never been a time when the diversity and unity that the Commonwealth represents has been more needed."*

The Commonwealth occupies a special place in the world and stands for the enduring Commonwealth political values, which are universal and timeless. These include democracy, human rights, the separation of powers, good governance and the rule of law, as stated in the Commonwealth Charter. Therefore, the theme for the new Commonwealth Parliamentary Association Lecture Series is *'The Promotion and Implementation of the Commonwealth's enduring political values - Challenges and Opportunities'*. The inaugural Commonwealth Parliamentary Association Lecture was held in the margins of the 62<sup>nd</sup> Commonwealth Parliamentary Conference, one of largest gatherings of Commonwealth Parliamentarians, held in London, United Kingdom.

The Commonwealth Parliamentary Association Lecture Series will offer Members a unique opportunity to hear from distinguished Parliamentarians, such as Baroness D'Souza, who have made an outstanding contribution to their nation's democracy and to the institution of Parliament and all that it represents. Individually, these Members have devoted their careers to public service and have set the bar of outstanding parliamentary leadership. Collectively, this series of lectures will contribute not only to the CPA's continuing dialogue within its membership, but also to reach out beyond to other stakeholders such as members of the international community, the diplomatic corps, civil society and the wider public.

During 2017, the Commonwealth Parliamentary Association Lecture Series will take place across the CPA Regions and Branches with lectures due to be delivered in Africa, Australia, Canada, India and the United Kingdom. Each of these lectures will be delivered by an eminent Parliamentarian in the margins of CPA Regional Conferences or governance meetings.

The lectures will offer unique opportunities for Members and guests to engage with Commonwealth Parliamentarians from both within the Commonwealth Parliamentary community and from further afield.

For Members who are unable to attend in person, the lectures will be recorded and made available on the CPA website to encourage the further sharing of knowledge, understanding and best practice.

To view video highlights of the inaugural Commonwealth Parliamentary Association Lecture please visit the CPA Headquarters Secretariat YouTube channel: [www.cpahq.org/cpahq/youtube](http://www.cpahq.org/cpahq/youtube).

### Commonwealth Parliamentary Association launches new university accredited CPA Parliamentary Fundamentals Flagship Programme for Commonwealth Parliamentarians

The Commonwealth Parliamentary Association (CPA) advances parliamentary democracy by enhancing knowledge and understanding of democratic governance, and by building an informed parliamentary community, capable of deepening the Commonwealth's democratic commitment and co-operation among its Parliaments and Legislatures.

To further this objective, the CPA launched its pioneering flagship programme - the CPA Fundamentals Programme on Parliamentary Practice and Procedure - at the 62<sup>nd</sup> Commonwealth Parliamentary Conference, which took place in London, United Kingdom in December 2016. This is the first course of its kind and through the new CPA Fundamentals programme, the CPA aims to assist Commonwealth Parliaments in building the capacity of their newly-elected and returning Parliamentarians, by equipping them with:

- Greater depth of knowledge of parliamentary practice and procedure
- Increased in-depth and practical knowledge based on accepted theories and international good practices
- An accredited qualification from an internationally recognised university that will benefit participants for life during and after Parliament.

The programme is interactive and comprehensive, comprising online modules as well as face-to-face contact sessions on-site with the CPA's partner universities. This programme also aims to develop well-informed, skilled parliamentary leaders, who will go on to contribute to creating strong democratic legislatures that adhere to principles of good governance.

The unique CPA Fundamentals Programme focusing on Parliamentary Practice and Procedure has two main courses, with one course specifically developed for CPA Small Branches. The CPA works closely with Small Branches (jurisdictions of less than 500,000 people) in all Regions of the Commonwealth to identify their particular needs and requirements in parliamentary strengthening, development and cooperation.

The CPA is working alongside two prestigious Commonwealth universities to provide this flagship programme. The CPA Fundamentals course will be provided to Commonwealth Parliamentarians in partnership with University of Witwatersrand in South Africa. The specialised CPA Fundamentals course for CPA Small Branches will be delivered to Commonwealth Parliamentarians from CPA Small Branches in partnership with McGill University in Canada, in the form of the Professional Development Certificate in Parliamentary Governance.



Professor David Everatt, Head of the WITS School of Governance, University of Witwatersrand, South Africa said: *"The School of Governance at the University of the Witwatersrand, Johannesburg, is very excited to be part of the CPA Fundamentals Programme. We believe that an African context is important in providing particular insights and nuances; as it is for learning from our fellow Commonwealth counterparts across the globe. As one of the more recent democracies in the Commonwealth, we have perhaps had to think harder, and recently, about the fundamentals of democracy in our own context - the formal death of apartheid, the transition into democracy but accompanied by on-going poverty and inequality, the*

*challenge of racial differences - these issues are debated and contested on a daily basis here, and we hope to infuse our inputs with these contemporary issues, and challenge participants to localise them in their own contexts. By being able to call on such luminaries as former Speaker of Parliament, Max Sisulu, former Presidents Thabo Mbeki and Kgalema Motlanthe, as well as senior academics and others, we believe that the course can offer both theory and practice, in a vibrant context that will speak to many, challenge many, and interrogate some inherited orthodoxies that perhaps fit an emerging democracy less well than planned."*

Dr Judith Potter, Dean of the McGill University, School of Continuing Studies said: *"Over the past five years, McGill University has emerged as one of the premier universities in the Commonwealth for parliamentary studies. Not only do we offer a global Professional Development Programme for Parliamentary Staff - now in its fifth year - in collaboration with the Commonwealth Parliamentary Association and the World Bank Group, but we are delighted to have been selected by the CPA to develop and deliver this programme, on the Fundamentals of Parliamentary Practice and Procedure for Small Branches. In addition, we have been awarded four Social Sciences and Humanities Research Council grants, including looking at the need for enhanced parliamentary oversight of extractive industries and, most recently, for the establishment of the Global Network of Parliamentary Training Institutes. We greatly look forward to our continued collaboration with the CPA, including the application of leading edge research in professional development programs for MPs and staff."*

To find out more about the CPA Fundamentals Programme on Parliamentary Practice and Procedure visit [www.cpahq.org](http://www.cpahq.org) or email [hq.sec@cpahq.org](mailto:hq.sec@cpahq.org).

### Celebrations for the CPA Patron's 90<sup>th</sup> Birthday

The Commonwealth Parliamentary Association was represented at the Patron's Lunch, a celebration of Her Majesty Queen Elizabeth II's 90th birthday and her many patronages including



as Patron of the Commonwealth Parliamentary Association, by the Vice-Chairperson of the CPA Executive Committee, Hon. Shirley Osborne MLA, Speaker of the Legislative Assembly



of Montserrat; HE Joyce Kikafunda, High Commissioner for Uganda in London (representing the CWP Chairperson); the Commonwealth Parliamentary Association Secretary-General, Mr Akbar Khan and members of the CPA Headquarters Secretariat staff.

### Provision of Facilities for Member Branches

The Trustees continued to make the Association both accessible and welcoming to all Commonwealth countries who wish to enhance parliamentary democracy. In particular, we are committed to assisting Commonwealth countries that are less developed both financially and democratically. Our annual membership fee is structured to provide assistance to all Branches by providing funding to assist their Parliamentarians to attend the Association's events. The Trustees provided Technical Assistance to Members and

Parliaments in the form of advice on/or resource persons for seminars and workshops. During the year, the Trustees provided financial assistance to developing countries to undertake such activities as:

- Purchasing computer equipment and providing ICT support
- Attending Association workshops and seminars.



## Commonwealth Day and Youth Programmes

### Commonwealth Parliamentary Association marks Commonwealth Day 2016

The Commonwealth Parliamentary Association marked Commonwealth Day 2016 both in London at the CPA Secretariat and across the CPA regions and branches.

Her Majesty Queen Elizabeth II, Head of the Commonwealth and Patron of the Commonwealth Parliamentary Association attended celebrations in London to mark Commonwealth Day 2016 and attended one of the largest multi-faith celebration services in Westminster Abbey along with Hon. Dr Shirin Sharmin Chaudhury, MP, Chairperson of the CPA Executive Committee and Speaker of the Parliament of Bangladesh accompanied by Mr Akbar Khan, Secretary-General of the Commonwealth Parliamentary Association, Commonwealth High Commissioners, the Commonwealth Secretary-General and dignitaries from around the Commonwealth as well as senior politicians and 1,000 school children.

Also attending the service were 40 young people from across the Commonwealth who were attending the CPA Commonwealth Day Youth Programme on the theme of 'An Inclusive Commonwealth'. The young people represented the following CPA Branches: Ghana, Nigeria, Zambia, Pakistan, Sri Lanka, New South Wales, Alderney, Falkland Islands, Isle of Man, Jersey, Malta, St Helena, UK, Wales, Bermuda, Cayman Islands, Trinidad and Tobago, Turks and Caicos, New Zealand and Malaysia.

The CPA Youth Programme included the following: a tour of the UK Houses of Parliament; a presentation by Ms Peggy McLennan, Guyana Acting High Commissioner on 'What does the work of a High Commissioner or UK Representative involve?'; a presentation by Dr Roberta Blackman-Woods MP and Mr Ian Liddell-Grainger MP, two UK Members of Parliament on the work that they do in Parliament; an address on 'An Inclusive Commonwealth' by Vijay Krishnarayan, Director of the Commonwealth Foundation; and the presentation of their certificates by Mr Akbar Khan, Secretary-General of the CPA.

Below: Young participants in the Commonwealth Day 2016 programme organised by the CPA Headquarters Secretariat.



Above: Her Majesty Queen Elizabeth II, Patron of the Commonwealth Parliamentary Association met the Chairperson of the CPA Executive Committee and the CPA Secretary-General on Commonwealth Day 2016. Image: Commonwealth Secretariat.

During the evening of Commonwealth Day 2016, Her Majesty Queen Elizabeth II, Head of the Commonwealth and Patron of the Commonwealth Parliamentary Association met Hon. Dr Shirin Sharmin Chaudhury MP, Chairperson of the CPA Executive Committee and Speaker of the Parliament of Bangladesh and Mr Akbar Khan, Secretary-General of the CPA at the Commonwealth Secretary-General's Commonwealth Day 2016 reception at Marlborough House, London, UK.

Commonwealth Day has been celebrated around the Commonwealth on the second Monday in March every year since the 1970s.

### Commonwealth Day in CPA Branches

CPA Branches across the network of the Commonwealth Parliamentary Association marked Commonwealth Day in many different ways. A number of CPA bursaries providing funding to CPA Branches were awarded to successful applicants for funding for Commonwealth Day 2016.



### CPA Australian Capital Territory Branch

The CPA Australian Capital Territory (ACT) Branch hosted an event at the Canberra Museum and Gallery, bringing together High Commissioners and other representatives from Commonwealth member countries, school captains and principals from ACT colleges with Mrs Vicki Dunne MLA, Speaker of the Legislative Assembly for the ACT.

### CPA UK Branch

The UK Parliament marked Commonwealth Day 2016 in a number of ways including an adjournment debate in the main chamber of the UK House of Commons secured by the Chair of CPA UK, Ian Liddell-Grainger MP on the theme of 'Commonwealth Day' which debated the work of the CPA.

### CPA Zambia Branch

The CPA Zambia Branch commemorated Commonwealth Day 2016 at the Parliament Buildings in Lusaka where they invited one secondary school from each of Lusaka's constituencies and each school selected ten pupils to participate in the Commonwealth Day activities under the theme of 'An Inclusive Commonwealth'. All of the seven constituencies were represented and a total of 70 pupils participated in the programme. Activities included a poetry competition for young people to prepare and present poems about Zambia's Democracy and its involvement in the Commonwealth. The poetry competition was designed to inspire young people to acquire knowledge about Zambia's democratisation process and to participate in those processes. Prizes were awarded for the best poetry and all participants received a pencil case, a 2016 Parliamentary diary and a certificate of participation. The President of the CPA Zambia Branch, Rt. Hon Justice Dr Patrick Matibini, SC, MP and Speaker of the Parliament of Zambia officially opened the Commonwealth Day 2016 programme at Parliament Buildings and those in attendance included Members of the Executive Committee, senior members of staff of the National Assembly and representatives from the Ministry of General Education, who helped to co-ordinate the event.

### CPA Rwanda Branch

The CPA Rwanda Branch held an event for young people in celebration of Commonwealth Day 2016 which brought together young people from various higher learning institutions (public & private) across the country to the Parliamentary Buildings in Kigali, Rwanda. In her opening remarks, the Speaker of the Chamber of Deputies, Rt Hon. Mukabalisa Donatille reminded the young participants that as national parliaments and as individual representatives of the people, we are driven by our belief in democracy.

### CPA Falkland Islands Branch

The programme of events for Commonwealth Day 2016 for the CPA Falkland Islands Branch began with the ceremonial raising of the Commonwealth Flag at both the Falkland Islands Community School and also on Victory Green, a main area of open space in Stanley with local media in attendance. The Commonwealth affirmation was also read to the infant school students who were present at the flag raising and the Speaker of the Legislative Assembly and HE the Governor of the Falkland Islands answered questions from the students about



Above: The CPA Zambia Branch commemorated Commonwealth Day 2016 at the Parliament Buildings in Lusaka with school children from local schools.

the Commonwealth. Later in the morning, the Falkland Islands Commonwealth Youth Assembly sat in the Legislative Assembly chamber to debate the issue of same-sex marriage. The eight young members of the Youth Assembly supported by Members of the House skilfully debated the issue. In the afternoon, Members of the Legislative Assembly led a small group of young students around the partially complete Commonwealth Walkway in the capital of the Falkland Islands, Stanley in partnership with the Outdoor Trust.

### CPA Nigeria Branch

The Nigerian Branch of the Commonwealth Parliamentary Association (CPA) observed the Annual Commonwealth Day celebration on 14 March 2016 at the School for Young Internally Displaced Persons located at the IDP Camp, Kuchingoro, Airport Road, Abuja. The Speaker of the House of Representatives, Rt. Hon. Yakubu Dogara was represented at the event, by the Chairperson of the House of Representatives, Committee on Inter-Parliamentary Relations, Hon. Samuel Ikon. Five hundred pupils of two temporary schools located in Area 1, Garki and Kuchingoro, Internally Displaced Persons Camps, participated in the celebration. The delegation from the National Assembly donated a large number of items to the school including school sandals, school bags, customized exercise books and food and drinks.

Below: On Commonwealth Day, the CPA Falklands Branch held the Falkland Islands Commonwealth Youth Assembly and held a debate in the Legislative Assembly chamber with both young participants and Members of the Assembly.





**CPA Nevis Island Branch**

The Nevis Island Branch of the Commonwealth Parliamentary Association held a Youth Parliament event in Nevis on 14 March 2016 to commemorate Commonwealth Day 2016. In keeping with this year's theme of 'An Inclusive Commonwealth', the Youth Parliamentarians were engaged in a Mock Sitting where a new phase type debate was introduced. President of the Nevis Island Assembly, Hon. Farrel Smithen, commended the members of the Nevis Branch Youth Parliamentary Association for their performance at a mock sitting at the Nevis Island Assembly. He said it was important to stage mock youth parliamentary sittings which affords young people some exposure to parliament and what goes on when the actual Assembly is in session.



Above: The Nevis Island Branch of the Commonwealth Parliamentary Association held a Youth Parliament event in Nevis to commemorate Commonwealth Day 2016.

**CPA Jamaica Branch**

In keeping with the theme of 'An Inclusive Commonwealth', the event held in observance of Commonwealth Day 2016 by the CPA Jamaica Branch created a space in which guests could recognize the challenges faced by persons with disabilities and the opportunities for their advancement, while highlighting their achievements and fostering dialogue between persons with and without disabilities. Students and teachers from Hope Valley Experimental School, a primary school that has been established specifically to create an integrated learning environment for students with disabilities were specially invited to the event as well as students and teachers from secondary schools, Members of the Diplomatic Corps, Parliamentarians, staff of the Houses of Parliament and members of the media.

Young people at the event actively participated in the formal components of the programme by saying the opening prayer and delivering the Commonwealth Day 2016 messages of Her Majesty The Queen, the Prime Minister of Jamaica, Hon. Andrew Holness MP and Hon. Portia Simpson Miller MP, Leader of the Opposition. Miss Jasmin Deen from the Salvation Army School for the Blind delivered the Prime Minister's Message using Job Access with Speech (JAWS) software. The newly elected Speaker of the House of Representatives, Hon. Peamel Charles MP highlighted the core values of the Commonwealth Parliamentary Association and explained how the CPA contributed to promoting greater parliamentary democracy. Senator Floyd Morris, former President of the Senate and Jamaica's first Parliamentarian who is blind, opened the Info-Rap Session by relating his life story. He detailed the difficulties he faced as an adolescent with a disability in rural

Below: In keeping with the theme of 'An Inclusive Commonwealth', the CPA Jamaica Branch's Commonwealth Day event recognized the challenges faced by persons with disabilities and celebrated successes.



Jamaica in the last century. He explained how his commitment to continuing his education put him on the path to achieving his potential. Senator Morris' presentation served as the catalyst for a lively discussion which explored the means of empowering people with disabilities through legislation, policies and programmes. The young people present appeared to be particularly concerned with the opportunities for higher education for persons with disabilities.

**CPA Northern Ireland Branch**

This year's Commonwealth Day celebrations at the Northern Ireland Assembly on 10 March, used the global theme of 'An Inclusive Commonwealth' to highlight the importance of cultural inclusivity in Northern Ireland and the role that female leaders have to play. The event, which takes place each year in the Parliament Buildings, was hosted by the Speaker of the Northern Ireland Assembly and President of the Commonwealth Parliamentary Association (CPA) Northern Ireland Branch. This year, Commonwealth Day was part of a week of events on encouraging female participation and representation. Speakers at the event were women from different parts of the Commonwealth, all sharing their own experiences of the importance of women in improving the lives of all citizens, both in Northern Ireland and around the globe. Music, dance, and culture from across the Commonwealth were also showcased with performers from Africa, Asian, the Caribbean, the Pacific and local schools.

Below: The Commonwealth Day 2016 celebrations at the Northern Ireland Assembly included local school children and highlighted the theme of inclusivity in the Commonwealth.



**8<sup>th</sup> Commonwealth Youth Parliament takes place in British Columbia, Canada with young people from across the Commonwealth**

The 8<sup>th</sup> Commonwealth Youth Parliament has taken place in British Columbia, Canada, hosted by the Legislative Assembly of British Columbia from 6 to 10 November 2016. In a colourful opening ceremony in the Legislative Chamber at the Parliament Buildings in Victoria, over 60 young participants representing CPA Branches in eight of the nine CPA Regions – Africa; Asia; Australia; British Islands and Mediterranean; Caribbean, Americas and Atlantic; Canada; India; Pacific – came together for the start of a week long programme of events.

The 8<sup>th</sup> Commonwealth Youth Parliament (CYP8) was opened by Mr. Akbar Khan, Secretary-General of the Commonwealth Parliamentary Association and saw addresses by Hon. Linda Reid MLA, the Speaker of the Legislative Assembly of British Columbia and Mr Craig James, the Clerk of the Legislative Assembly of British Columbia. The opening ceremony also featured a blessing from Elder Mary Ann Thomas and a poetry reading from Zoe Duhaime.

The Speaker of the Legislative Assembly of British Columbia, Hon Linda Reid MLA said: "We are excited to welcome youth from across the Commonwealth to the Legislative Assembly of British Columbia. The 8<sup>th</sup> Commonwealth Youth Parliament is a unique opportunity for youth to develop leadership and experience and to be empowered to make a positive difference in shaping the future of their own communities."

The Secretary-General of the Commonwealth Parliamentary Association (CPA), Mr Akbar Khan said: "I am delighted to be able to attend the 8<sup>th</sup> Commonwealth Youth Parliament at the Legislative Assembly of British Columbia in Canada. With 60% of the Commonwealth's population aged under 30, the Commonwealth Youth Parliament is one of the key programmes organised by the CPA and responds to the needs of its young constituents. The CPA recognises that young people have a proven capability to lead change, and are a vital and valuable investment for now and the future."

The Commonwealth Youth Parliament provides a key development opportunity for young people with ambitions of public office and is designed to demonstrate to potential future young parliamentarians the fundamentals behind the processes of Parliament. The Commonwealth Youth Parliament gives participants a Pan-Commonwealth experience and a hugely valuable networking opportunity with other participants from across the Commonwealth as well as with current young Members of Parliament who act as mentors throughout the week. The Commonwealth Youth Parliament offers participants an opportunity to experience one of the key institutions which underpin democracy and good governance and we are proud to partner with the Legislative Assembly of British Columbia in Canada for this year's event."

Participants at the Commonwealth Youth Parliament then started their business of the opening day and began to experience parliamentary life in a real-life situation in the legislative chamber of the Legislative Assembly of British Columbia. The young Parliamentarians met with their party caucuses before preparing for the first parliamentary session of the week. The programme for the Commonwealth Youth Parliament includes



Above: Participants in the 8<sup>th</sup> Commonwealth Youth Parliament on the steps of the Legislative Assembly of British Columbia, Canada which featured young people and MPs from across the Commonwealth.

taking part in parliamentary procedures as party representatives or independents, debating legislation and motions, holding a Committee of the Whole on a youth employment bill and facing the press in a 'mock' media conference. Participants at the 8<sup>th</sup> Commonwealth Youth Parliament experienced debating a parliamentary bill on youth employment.

The Commonwealth Youth Parliament features young people aged 18 to 29 who experience being a young Parliamentarian and the programme also includes a number of current Members of Commonwealth Parliaments and parliamentary staff who act as mentors throughout the proceedings. Participants experience life in the parliamentary spotlight and gain practical experience of the parliamentary system whilst learning how the next generation would approach parliamentary politics. Formal parliamentary practice adapted from several Commonwealth countries is followed and the proceedings are observed under the watchful eyes of experienced parliamentary officials. The agenda included debates, votes on Bills and government motions.

The full list of CPA Branches represented by the sixty six young participants at the 8<sup>th</sup> Commonwealth Youth Parliament were: Alberta (Canada); Australia Capital Territory; British Columbia (Canada); British Virgin Islands; Canada (Federal); Cayman Islands; Falkland Islands; Guyana; Isle of Man; Jamaica; Jersey; Kenya; Montserrat; New Brunswick; New South Wales (Australia); New Zealand; Nigeria (Federal); Niue; Northern Cape (South Africa); Northern Territory (Australia); North West Province (South Africa); North West Territory (Canada); Ontario (Canada); Pakistan (National Assembly); Prince Edward Island (Canada); Punjab, Pakistan; Quebec (Canada); Rajasthan (India); Scotland; Sri Lanka; St Helena; Tonga; Trinidad and Tobago; Turks and Caicos; Uttar Pradesh (India); UK; Wales; Zambia; Zanzibar.



### CPA Roadshows for Schools and Universities across the Commonwealth

CPA Roadshows launched in Bangladesh to increase young people's awareness of parliament and democracy across the Commonwealth

The Commonwealth Parliamentary Association (CPA) launched an exciting initiative on 2 March 2016 that will visit schools and universities across the Commonwealth to help to increase young people's awareness of parliament and democracy. The new CPA Roadshows aim to strengthen Commonwealth Parliamentarians engagement with young people.

The CPA Roadshows were launched by the Chairperson of the CPA Executive Committee, Hon. Dr Shirin Sharmin Chaudhury MP, Speaker of the Parliament of Bangladesh, who hosted a group of over 150 young people from five different schools and colleges on a visit to the Parliament of Bangladesh in Dhaka.

The Chairperson of the CPA Executive Committee, Hon. Dr Shirin Sharmin Chaudhury MP said: "I am delighted to launch the CPA Roadshows on behalf of the CPA today. Young people are the future of the Commonwealth and the CPA is working to give young people a platform to raise a range of issues that impact their lives. The CPA has a unique network of Parliamentarians from over 180 Commonwealth Parliaments and the CPA Roadshows will engage young people in democracy."

The CPA Roadshows provide an opportunity for young people to discuss the issues of concern about their society and democracy, to meet local Members of Parliament and Parliamentary staff and to find out about the work of the Commonwealth Parliamentary Association and the wider Commonwealth. As the CPA approaches its 105<sup>th</sup> year, this initiative shows the enduring relevance of the CPA to introduce innovative new initiatives to strengthen democratic accountability and good governance. With the Commonwealth's 53 member countries having a combined population of more than 2 billion, of which more than 60% are under 30 years of age, the CPA Roadshows will aim to engage with young people and education establishments to promote democracy.

The CPA Roadshows embarked on visits to schools, colleges and universities across the nine regions of the Commonwealth Parliamentary Association in 2016.

Below: The CPA Secretary-General speaks to young people in New Zealand at a CPA Roadshows for Schools and Universities.



Above: The CPA Roadshows for Schools and Universities were launched by the CPA Chairperson at the Parliament of Bangladesh.

#### CPA Roadshow, Montserrat

During a CPA Montserrat Branch visit from 27 to 29 March 2016, the Commonwealth Parliamentary Association (CPA) Secretary-General, Mr Akbar Khan delivered a CPA Roadshow held in Montserrat to help to increase young people's awareness of parliament and democracy. Attended by local dignitaries and students from Montserrat and Antigua, Speaker Shirley Osborne MLA commented that she was 'happy and encouraged' that the CPA had chosen to come to Montserrat for its second CPA Roadshow and she encouraged all young people to be vocal and to seize the opportunity to find their voice and contribute to civic society.

#### CPA Roadshow, Guyana

While visiting Guyana to attend the CPA Post-Election Seminar in March 2016, the CPA Secretary-General, Mr Akbar Khan also delivered a CPA Roadshow to increase young people's awareness of parliament and democracy. The CPA Roadshow was held at the University of Guyana and presented to a large group of students and lecturers. In a lively session, students had the opportunity to put their questions on topical political issues to two Ministers of State and two members from the opposition.

#### CPA Roadshow, Pakistan

The CPA held a Roadshow for young people at the National University of Modern Languages (NUML) in Islamabad, Pakistan on 5 May 2016. The Roadshow was presented to a group of students and lecturers as part of a Branch visit by the CPA Secretary-General, Mr Akbar Khan to the CPA Pakistan Branch. The CPA Secretary-General was accompanied to the Roadshow by Senator Mushahid Hussain Sayed, Chairman, Senate Standing Committee on Defence. In an informative session, students had the opportunity to put their questions on topical political issues to the Secretary-General and the Senator; they also participated in a quiz on their knowledge of the Commonwealth and the CPA.

#### CPA Roadshow, Jersey

The CPA Secretary-General, Mr Akbar Khan, delivered a CPA Roadshow at Jersey College for Girls on 17 May 2016 during his visit to attend the 46th British Islands and Mediterranean Regional Annual Conference, hosted by the States of Jersey and the CPA Jersey Branch. The Secretary-General was accompanied on the CPA Roadshow by the Jersey Education Minister, Deputy Rod Bryans. Their visit to the school was designed to help to increase young people's awareness of parliament and democracy. The Secretary-General and the Jersey Education Minister met with pupils at the school and the girls had the opportunity to ask questions.

#### CPA Roadshow, Mauritius

The CPA Secretary-General, Mr Akbar Khan, visited the CPA Mauritius Branch and delivered a CPA Roadshow on Parliament and the Commonwealth to students at the University of Technology Mauritius on 26 May 2016. The Secretary-General also met with students who had the opportunity to ask questions.

#### CPA Roadshow, Queensland, Australia

Ahead of the 27<sup>th</sup> CPA Commonwealth Parliamentary Seminar, the Secretary-General of the CPA, Mr Akbar Khan, visited three local schools in Brisbane as part of the CPA Roadshow tour of Queensland. The CPA Roadshows took place from 2 to 3 June 2016. The Secretary-General was accompanied by the Speaker of the Legislative Assembly, Hon. Peter Wellington MP and the Clerk of the Legislative Assembly, Mr Neil Laurie. At Lourdes Hill College in the local electorate of Bulimba, the Secretary-General, the Speaker and the Clerk met with a group of senior girls who asked questions about global affairs and democracy.

The Secretary-General delivered a CPA Roadshow to a group of over 200 year 10 students at Queensland Academy of Maths, Science and Technology in the electorate of Mount Coot-tha where he spoke about the Commonwealth and the importance of young people in its future. The Secretary-General delivered a final CPA Roadshow to over 100 students at Cavendish Road State High School with a small number of students from Whites Hill State College also attending from the Greenslopes electorate. The final CPA Roadshow was also attended by Mr Joe Kelly MP, the local Member for Greenslopes.

#### CPA Roadshow, Guernsey

During a Branch visit to CPA Guernsey, the Secretary-General of the CPA, Mr Akbar Khan delivered a CPA Roadshow on the Commonwealth and democracy to over 100 sixth form students at Guernsey Grammar School and Sixth Form Centre. The students heard about the Commonwealth, the work of the CPA and were able to ask the Secretary-General about democracy and issues of global concern. The Secretary-General was accompanied by a newly-elected deputy, Sarah Hansmann Rouxel and Simon Ross, Deputy Greffier (Clerk) at the States of Guernsey.

#### CPA Roadshow, New Zealand

During his first visit to the New Zealand Branch of the CPA and the Parliament of New Zealand as CPA Secretary-General, Mr Akbar Khan delivered a CPA Roadshow to students on the Victoria International Leadership Programme at Victoria University in Wellington. The Secretary-General had an engaging session with the Victoria University students who also had the opportunity to ask questions.

#### CPA Roadshow, United Kingdom

The CPA Roadshows for young people has visited Ursuline High School in Wimbledon, London with an event for local students. The CPA Roadshow about the Commonwealth, parliament and democracy heard from local UK Member of Parliament for Wimbledon, Stephen Hammond MP who spoke about his role as an MP as well as Arlene Bussette and Anna Schuesterl from the CPA Headquarters Secretariat who spoke about the Commonwealth and the CPA.



Above: The CPA Secretary-General visited three schools in Brisbane as part of the CPA Roadshow tour accompanied by the Speaker of the Legislative Assembly of Queensland.

#### CPA Roadshows, Tonga

The CPA Secretary-General, Mr Akbar Khan delivered CPA Roadshows to thousands of young people in Tonga while attending the 47<sup>th</sup> Presiding Officers and Clerks Conference for the Pacific and Australia Regions. The Secretary-General visited St Andrew's High School, Tonga High School, 'Apifo'ou College, Liahona High School, Tonga College 'Atele, Ocean of Light International School and Tupou College where he spoke to over 5,000 young people. Mr Khan was accompanied by Hon. Penisimani Fifita, Chairman of the Whole House Committee and Chairman of the Standing Committee for Social Services.

#### CPA Roadshow, United Kingdom

The CPA Secretary-General, Mr Akbar Khan and local UK Member of Parliament, Dr Tania Mathias MP visited Twickenham Prep School in South West London as part of the CPA Roadshows tour of schools and universities across the Commonwealth. The CPA Secretary-General Mr Akbar Khan and Twickenham MP, Dr Tania Mathias MP attended the Headmaster's Friday Awards Assembly before the students heard about the Commonwealth and the role of the CPA in promoting diversity, development and democracy from the CPA Secretary-General and the role of a Member of Parliament from Dr Tania Mathias.

Below: The CPA Secretary-General delivered CPA Roadshows to thousands of young people in Tonga while attending the 47<sup>th</sup> Presiding Officers and Clerks Conference for the Pacific and Australia Regions.





**CPA Roadshows, Northern Ireland**

The Secretary-General of the CPA, Mr Akbar Khan visited the Northern Ireland Branch of the CPA and visited two local schools in Northern Ireland - Lurgan College and Dromore Central Primary School - as part of the CPA Roadshows tour of the Commonwealth schools and universities. The Secretary-General was accompanied by Jo-Anne Dobson MLA, Chair of the Northern Ireland CPA Branch, Northern Ireland Assembly to Lurgan College and by Brenda Hale MLA, Member of the CPA Northern Ireland Executive Committee on the visit to Dromore Central Primary School.



Left: The CPA Secretary-General visited two schools in Northern Ireland as part of the CPA Roadshows tour of Commonwealth schools and universities.

Uttam Anwar Girls College, Adamjee Cantonment School and College and Notre Dame College - participated in the CPA Roadshow event. This is the second CPA Roadshow hosted by the CPA Bangladesh Branch.

**CPA Roadshow, Zambia**

While visiting Zambia to attend the CPA Post-Election Seminar, the Secretary-General, Mr Akbar Khan also delivered a CPA Roadshow at NIPA College in Lusaka. The CPA Roadshows provide an opportunity for young people to learn about the political values of the Commonwealth such as diversity, development and parliamentary democracy; to discuss issues of concern about the society in which they live; and to meet local Members of Parliament and Parliamentary staff and to find out about the work of the CPA. The CPA Roadshow presented to a large group of nearly 500 students and lecturers. In a lively session, students had the opportunity to put their questions on topical political issues to the CPA Secretary-General.

**CPA Roadshows - 2016 Evaluation**

In 2016, CPA Roadshows were held with the Chairperson of the Executive Committee, the CPA Secretary-General and local Members of Parliament in attendance and they visited a combination of schools, colleges and universities in the following CPA Branches: Bangladesh, Montserrat, Guyana, Pakistan, Jersey, Mauritius, Queensland, Guernsey, UK, New Zealand, Tonga, Northern Ireland, Bermuda and Zambia.

In total, there were 30 CPA Roadshows since the launch event in March 2016 with the CPA Roadshows reaching over 8,000 young people (with nearly 5,000 young people in Tonga during the CPA Roadshows visits to seven local colleges) in 2016. Students heard about the Commonwealth's 3Ds - Diversity, Development and Democracy - and the work of the CPA. The CPA Roadshows have also reached six of the CPA's nine regions with more CPA Roadshows planned in other regions in 2017/18.

Below: While visiting Zambia to attend the CPA Post-Election Seminar, the CPA Secretary-General delivered a CPA Roadshow to nearly 500 students at NIPA College in Lusaka.



**CPA Roadshows, Bermuda**

The CPA Secretary-General, Mr Akbar Khan visited five schools and colleges in Bermuda - Bermuda Institute, Berkeley Institute, Mount Saint Agnes Academy, Saltus Grammar School, Bermuda College - as part of the CPA Roadshows tour of the Commonwealth schools and universities during a Branch visit to CPA Bermuda. The Secretary-General was accompanied on the CPA Roadshows by Hon. Randolph Horton, JP, MP, Speaker of the House of Assembly of Bermuda and Hon. Wayne Scott, Minister of Education. The CPA Secretary-General also visited the Bermuda Youth Parliament to meet participants and hear about their projects.

**CPA Roadshow, Bangladesh**

The Chairperson of the CPA Executive Committee, Hon. Dr Shirin Sharmin Chaudhury, MP, Speaker of the Parliament of Bangladesh has stressed the need to instil the youth of society with democratic values so that democracy can flourish and people can benefit from a democratic system of government. The Chairperson was speaking as the chief guest at the CPA Roadshow on Parliamentary Democracy held at the Bangladesh Parliament.

The Chairperson said that among the more than 2 billion population of the Commonwealth, 60% are young people under the age of 30 and if the potential of these young people can be fully utilised the world can become a better place for future generations. The Chairperson said that the countries of the Commonwealth have lots of things in common and share similar values among themselves. She also briefed the young people attending the CPA Roadshow on the workings of the Bangladesh Parliament and the Democratic System of Government. The Chairperson of the CPA Executive Committee, Hon. Dr Shirin Sharmin Chaudhury, MP also spoke about the CPA and the activities carried out by the parliamentary organisation throughout the Commonwealth.

More than 120 students, both boys and girls, from four renowned colleges of Dhaka - Holy Cross College, Sahid Bir

## Commonwealth Women Parliamentarians (CWP) Activities

The Commonwealth Women Parliamentarians (CWP) has undertaken a wide range of activities in 2016, with some CPA Regions making use of the Regional Strengthening funds allocated to them.

### Commonwealth celebration of International Women's Day 2016 in London, United Kingdom

The CWP took part in an International Women's Day 2016 celebration event held at the Commonwealth Secretariat in London, UK entitled 'Equality for Women is Progress for All' where the CWP was represented by Dr Roberta Blackman-Woods MP, UK Member of the British Islands and Mediterranean CWP. She spoke on a panel with Professor



Above: The CWP was represented by Dr Roberta Blackman-Woods MP (second from left) at the International Women's Day 2016 celebration event held at in London, UK.

Rashida Manjoo, former UN Special Rapporteur, on Violence Against Women, its causes and consequences. Dr Blackman-Woods MP talked about the importance of sustained education of women and girls as a means to their full participation and decision-making in economic and political life, including freedom

from violence in all its forms, and the link between the importance of education for young women and girls and more diverse and effective leadership which also showcased the work of the CWP in this area. The other members of the panel included: Kamallesh Sharma, Commonwealth Secretary-General; Professor Rashida Manjoo, former UN Special Rapporteur on Violence against Women; and Guy Hewitt, High Commissioner for Barbados in the UK.

To mark International Women's Day 2016, the Chairperson of the Commonwealth Women Parliamentarians (CWP), Rt Hon. Rebecca Kadaga MP, Speaker of the Parliament of Uganda released a video message where she spoke about women's representation in the Commonwealth. To view the video please visit <http://tinyurl.com/zng6upn>.

### Commonwealth Women Parliamentarians (CWP) Africa Regional Conference in Tanzania

The CWP Africa Region held a Regional Capacity Building Workshop in Tanzania in January 2016. The main objective of the CWP Regional Capacity Building Workshop was to enhance the knowledge and understanding for Commonwealth Women Parliamentarians, of their role in facilitating the increase of women's participation in decision-making structures across the continent. The Workshop created the opportunity for interfacing and the sharing of experiences between Commonwealth Women Parliamentarians and valuable insight was also gained from the expertise of invited resource persons.

The CWP Regional event was attended by two of the CWP Steering Committee and ten national and sub-national CPA Branches were represented which were: Ghana; Kenya; Mauritius; Nigeria; South Africa; Tanzania; Uganda; Zambia and Gauteng and Zanzibar.

The CWP Workshop was opened by Hon. Lindiwe Maseko MP, Chairperson of the Executive Committee of the CPA Africa Region who remarked on the importance of women's participation in decision-making structures especially where women's participation faces challenges such as safety, security and violence related to elections. The opening remarks were given by Hon. Angela T. Didiza, MP (South Africa), Acting CWP Africa Chairperson.

The workshop focused on four thematic topics: Electoral Systems Candidates Support; Legal Instruments e.g. The Quota Stem; Political Party Policies; and Women and the Media. Participants heard presentations from Dr Linda Musumba, the founding Dean of Kenyatta University School of Law in Kenya and Dr Lucy Willy Maseko, a lecturer at the University of Dar es Salaam in Tanzania.

A large number of recommendations and resolutions from the CWP Regional Workshop were adopted by Members of Parliament. The workshop was officially closed by Rt Hon. Rebecca Kadaga MP, Speaker of the Uganda Parliament and Chairperson of Commonwealth Women Parliamentarians (CWP) International. In her closing remarks, she thanked all the participants for their active participation and fruitful discussions in the workshop. The CWP Chairperson stated that while there was tremendous progress being made towards increasing women's participation in decision-making structures evidenced in positive trends across the regions, various challenges still existed. The Chairperson stated that "one of the main challenges in all women's participation initiatives is raising the awareness of male party leaders about the need to increase women's political participation and leadership as both the right and the politically advantageous thing to do." The Chairperson further noted that other continuing challenges included women's lack of influence in party policy and platform development, absence or limited representation on executive bodies in parties, lack of leadership positions and the marginalization of women's wings within parties.

Below: Delegates to the CWP Africa Regional Capacity Building Workshop in Tanzania in January 2016.





### Commonwealth Women Parliamentarians' British Islands and Mediterranean Regional Conference in Guernsey

Members and representatives of the Commonwealth Women Parliamentarians International Steering Committee - Hon. Meenakshi Lekhi, MP (India); Lisa Dempster, MHA (Canada); Hon. Catherine Cusack, MLC (Australia); Patricia Ferguson, MSP and Roberta Blackman-Woods, MP (UK) - attended the Commonwealth Women Parliamentarians British Islands and Mediterranean (BIM)



Above: Members at the Commonwealth Women Parliamentarians' British Islands and Mediterranean Regional Conference in Guernsey.

Regional Conference which took place in Guernsey in February 2016. The conference was attended by women Parliamentarians from across the CPA British Islands and Mediterranean Region.

The theme of the annual conference was 'Influencing Policy and Legislation for the Empowerment of Women'. Presentations were delivered by a range of high-profile academics, a medical professional and Parliamentarians from the BIM Region as well as other Commonwealth nations such as Australia and Canada. Delegates discussed a range of key topics including employment, health and education policies for women, the gender pay gap, gender budgeting, and health disparities and inequalities for both men and women.

### New Zealand and the Solomon Islands Women Parliamentarians meet to promote dialogue on gender related issues

The Commonwealth Women Parliamentarians New Zealand (CWP NZ) Branch sought out opportunities for Members to discuss and act on gender-related and other issues in New Zealand and the Pacific Region. In February 2016, CWP New Zealand Co-Chairs Jo Hayes, MP and Louisa Wall, MP and Pacific Region Chair Poto Williams, MP were delighted to meet with the Solomon Islands' Ministers, Hon. Freda Tuki Soriocomua, Minister of Women, Youth and Children's Affairs; Hon. John Dean Kuku, Minister of Public Service, accompanied by Her Excellency Mrs Joy Kere, High Commissioner to New Zealand.

The visit of Minister Tuki and Minister Kuku took place under the New Zealand emerging leaders' programme of the Pacific Partnership Fund. The principal objective of the programme is

Below: Participants at the CWP Australia Regional 'Stepping Up' event for young women considering a career in politics at the Australian Capital Territory Legislature.



to build the capacity of emerging Pacific leaders. Minister Tuki is the sole female member of a 50 seat Parliament. Her visit provided an important chance to build relationships with New Zealand parliamentarians and is part of a wider effort to support effective governance and capacity building in the Solomon Islands.

### CWP Australia rolls out 'Stepping Up' Campaign to encourage young women into politics

The 'Stepping Up' Programme is an initiative launched by the Commonwealth Women Parliamentarians (CWP) Australia Region to encourage young women to consider a career in parliament.

The initiative was launched in New South Wales when the CWP Australia Region held a young women's leadership workshop entitled 'Stepping Up at Parliament House' which was attended by 50 young women who were nominated by Members of the New South Wales Legislative Assembly and the New South Wales Legislative Council. An interactive panel discussion, 'Pathways to Politics' gave current women Members the opportunity to discuss their career development with the attendees. A practical session on 'Communication and Presentation Skills' also took place.

The Australia Capital Territory (ACT) Representative of CWP Australia Region hosted a follow-up 'Stepping Up' event for young women to consider a career in politics in Australia's capital city. The event included a tri-partisan panel of three female politicians, a community sector panel and a media coaching session with a renowned journalist.

### Commonwealth Women Parliamentarians (CWP) attend global network of female Parliamentarians in Jordan

Parliamentarians joined more than 400 female Members of Parliaments and Governments from around 80 countries attending the Women in Parliaments Global Forum (WIP) Summit 2016 which took place at the Parliament of Jordan in May 2016, the first time the event has been held in the Middle East North Africa (MENA) region.

Under the title 'Women in Politics: Fast Forward' the summit focused on the importance of parity of power and addressed urgent matters such as peace, security, migration and integration. Other participating organisations included the UNDP, UN Office for Disaster Risk Reduction, UN Women, Office of the UN High Commissioner for Human Rights and the National Democratic Institute (NDI).

Commonwealth Women Parliamentarians held their first CWP Workshop in the margins of the summit on 'Political Violence Against Women' led by: Hon. Catherine Cusack MLC (New South Wales,



Above: Commonwealth Women Parliamentarians joined more than 400 female leaders from around 80 countries attending the Women in Parliaments Global Forum (WIP) Summit 2016 in Jordan.

Australia); Hon. Shirley Osborne MLA, (Speaker, Legislative Assembly of Montserrat); Ms Clare Doube, Commonwealth Human Rights Initiative; and Ms Bushra Al Shahout, NDI Jordan.

Some of the key recommendations from the CWP workshop were:

- Parliamentarians should ensure that national and regional legislation encapsulates international obligations as signatories to international declarations and conventions protecting women from violence and discrimination;
- Women Parliamentarians should consider forming gender caucuses to discuss the issue of political violence against women in a cross-party forum, adding legitimacy to the issue;
- Parliamentarians should advocate for awareness-raising initiatives to ensure that people understand political violence against women in all its forms; and
- Parliamentarians should use regional CWP and CPA fora to raise the issue of political violence against women in their capacity as CWP Steering Committee Members.

Many Commonwealth Women Parliamentarians were also in attendance at the summit: Hon. Munokoa Poto Williams, MP, CWP Steering Committee Member for the Pacific Region (New Zealand); Hon. Asma Rasheed, MP (Maldives) CWP Steering Committee Member for the Asia Region; Baroness Armstrong (United Kingdom), representing the British Islands and Mediterranean Region; Hon. Patricia Arab, MP (Canada), representing the Canada Region; CPA Executive Committee Member, Hon. Emilia Monjowa Lifaka, MP (Cameroon).

### Commonwealth Women Parliamentarians attend the first Commonwealth Women Leaders' Summit to develop an action plan on gender equality and women's empowerment

A group of visionary women leaders came together at Marlborough House in London to identify practical steps to achieve gender equality and the empowerment of women and girls. The Commonwealth Women Leaders' Summit was organised by the Commonwealth Secretariat and its partners, the Commonwealth Parliamentary Association, the Royal Commonwealth Society, the Commonwealth Businesswomen's Network and the Women of the World Festival. Participants started designing an empowerment plan they called the 'Roadmap to 2020'.

The Commonwealth Parliamentary Association Headquarters Secretariat supported a number of Commonwealth Women



Parliamentarians (CWP) to attend the summit including Rt. Hon. Rebecca Kadaga, MP, Speaker of the Parliament of Uganda and CWP Chairperson and Members of the CWP Steering Committee from The Maldives; New South Wales, Australia; Wales; Montserrat; British Columbia, Canada; and India as well as many other Commonwealth Women Parliamentarians.

The Commonwealth Secretary-General Rt Hon. Patricia Scotland, QC said that action on gender equality and women's empowerment is "core to the success of the Commonwealth", and that the Summit forms part of her plans to "move from aspirations to entitlements and from plans and intentions to actions." Delegates from government, business and civil society came to the Summit ready to share their experience and to discuss an action plan for women's empowerment in the Commonwealth. They explored solutions ranging from improved education, to making better use of new technologies, to targets and quotas to boost women's leadership.

The Summit was hosted by the Commonwealth Secretary-General, who was joined by Jude Kelly, founder of the Women of the World festival and Kiran Bedi, Lieutenant Governor of Puducherry State in India as the keynote speaker. In the afternoon HRH The Duchess of Cornwall paid a surprise visit to the Summit to show her solidarity with women leaders at the Commonwealth meeting. She was herself convening a meeting on women's empowerment on the same day.

The Women Leaders' Summit demonstrated the importance of collaboration. Ms Meenakshi Dhar, Director of Programmes at the Commonwealth Parliamentary Association (CPA) said, "The Commonwealth Women Parliamentarians (CWP), as part of the Commonwealth Parliamentary Association, were very pleased to be a part of the Summit and to have the opportunity to bring a parliamentary perspective to the discussions, particularly those centring on women's political leadership. The CPA was keen to be able to contribute as fully and as meaningfully as possible to the outcomes of the Summit, and was able to bring a pan-Commonwealth range of Parliamentarians, from Maldives, Australia, Montserrat, Canada, India and the United Kingdom." Feedback from partners was useful and identified a number of learning points for working together on future partnerships.

The 'Roadmap to 2020', as the action plan is now known, was submitted to the Women's Affairs Ministers Meeting (WAMM) held in Apia, Samoa in early September 2016, and will be taken forward by the Commonwealth Secretariat's Gender Unit. Once approved, it will be available on the Commonwealth Secretariat's website. Some key recommendations from the Roadmap include:

- Promote the development and use of Gender-Based Data Disaggregation
- Promote gender-mainstreaming of government policies and issues across all government departments, including mainstreaming of gender in all Ministerial meetings
- Promote the effective utilisation of existing and emerging technologies, including online platforms and mobile phones, for raising awareness, dissemination of information, capacity building, and sharing of experiences, in a manner that promotes collaboration, builds existing and proven interventions and ensures accessibility to all women.

The first Commonwealth Women Leaders' Summit took place on 14 July 2016 in London, United Kingdom.

**Commonwealth Women Parliamentarians (CWP) Africa Region meet for Workshop at the KwaZulu-Natal Legislature in South Africa**

The KwaZulu-Natal Legislature Women's Caucus and Commonwealth Women Parliamentarians (CWP) group has held a workshop in Durban, South Africa from 20 to 21 September 2016 on the impact of the Sustainable Development Goals (SDGs). The workshop was a joint programme with UNDP on the operationalisation of the SDGs and the role of the CWP in playing effective oversight. The Chairperson of CWP Africa Region, Hon. Angela Thoko Didiza, MP (South Africa) gave a keynote address on the topic *'The role of the Commonwealth Women Parliamentarians in playing effective oversight'* to the Workshop. The following sub-themes were also covered: *Transition from the MDGs to SDGs; SDGs alignment to Agenda 2063 and the National Development Plan; Parliamentarians engagement; Gender in the Local Context; Mainstreaming Gender in SDGs; Localising the SDGs; and UN system's Common Approach to Supporting Countries to Integrate the SDGs.*

**CWP Canada twinning takes place with Caribbean Women Members**

The CWP Canada Regional Conference took place in July 2016 hosted by the Newfoundland and Labrador House of Assembly in St. John's, Canada attended by women Parliamentarians from across the CWP Canada Region. The conference was held immediately prior to the CPA Canada Regional Conference which also took place in St. John's, Newfoundland.

The CWP Canada Regional Conference saw the participation and attendance of Commonwealth Women Parliamentarians from three CPA Caribbean, Americas and the Atlantic (CAA) Branches of the Commonwealth Parliamentary Association funded through CWP Canada's 2016 regional strengthening funding from the CPA Headquarters Secretariat. The conference also saw the signing of a *Memorandum of Understanding (MoU)* between the legislatures of Prince Edward Island, Canada and the Turks and Caicos Islands in the Caribbean Region and a number of twinning arrangements and partnerships are being considered between the CPA Canada Region and the CPA Caribbean, Americas and the Atlantic (CAA) Region through the Caribbean Twinning Initiative, including British Columbia

Below: The CWP Canada Regional Conference saw the participation and attendance of Commonwealth Women Parliamentarians from CPA Caribbean, Americas and the Atlantic (CAA) Branches through the Canada/Caribbean Twinning Initiative.



Image: Bob Pope

and Guyana. This activity at the CWP regional conference was an extension of these initiatives.

The participants from the CAA Region who attended the CWP Canada Regional Conference were: Hon. Nicolette Henry, MP, Minister within the Ministry of Education and Sheila Bhagmattie Veerasammy, MP from Guyana; Hon. Lillian Misick OBE, MP and Hon. Josephine Connolly, Deputy Speaker and Ms Tracey Parker, Clerk of the House of Assembly, Turks and Caicos; and Hon. Natalie Neita-Headley MP, Jamaica.

The CWP Canada Region was of the view that such an initiative, in keeping with the larger Caribbean Twinning Project of the CPA Canada Region, was an excellent means of strengthening the relationship between women Parliamentarians in this hemisphere, leading to a better understanding and appreciation of the challenges facing women in political life regardless of their representational jurisdictions.

As per past practice, the CWP Canada Region invited guest speakers and women Parliamentarians to address participants on topics relevant to women's issues and the CWP organization. Discussion topics included *'Making Legislatures more welcoming to Female Parliamentarians'* and *'Gender Budgeting'*. This year's objectives were to promote programmes for young women while outlining the vision, mission and values encouraging women's participation in the political process. The CWP Canada Regional Conference was attended by women Parliamentarians from all regions of Canada.

**Commonwealth Women Parliamentarians discuss new ways to tackle political violence against women at CWP triennial conference**

Women Parliamentarians from across the Commonwealth gathered in London, United Kingdom for the triennial conference of the Commonwealth Women Parliamentarians (CWP) in December 2016, as part of the wider 62<sup>nd</sup> Commonwealth Parliamentary Conference. The theme of the fifth Commonwealth Women Parliamentarians (CWP) Conference was *'Political Violence against Women'*.

The conference saw leading figures in Commonwealth Parliaments addressing the delegates. Over 100 Commonwealth Women Parliamentarians attended the conference from forty-three countries and fifty-six Commonwealth Parliamentary Association (CPA) Branches across the Commonwealth. The CWP Conference was opened by the outgoing Chairperson of the Commonwealth Women Parliamentarians, Rt Hon.



Above: Commonwealth Women Parliamentarians from the CWP Africa Region met for a Regional Workshop at the KwaZulu-Natal Legislature in South Africa.



Rebecca Kadaga, MP, Speaker of the Parliament of Uganda who held office since her election in 2013.

Political violence against women remains one of the key obstacles adversely affecting the welfare of many democracies within the Commonwealth and beyond. This manifests itself in terms of physical, sexual and psychological violence. It is commonly observed that women face violence and intimidation when they decide to run for political office. The first conference session on *'Violence and Intimidation of Women during Elections'* focused on the fact that throughout the Commonwealth, women face violence and intimidation when they decide to run for political office. Such intimidation may range from being assaulted, sexually abused, psychologically manipulated or even murdered. Delegates suggested that it is imperative that women in public office work to safeguard the protection of their right to serve in political life, and to put in place such measures as to ensure their protection. While violence and intimidation may be dismissed as a cost of doing politics, it rather serves as a severe detrimental cost to the entire political process.

The second session focused on *'Parliament's Role in Raising Awareness of Political Violence against Women, and Women's Equal Civil and Political Rights'*. Delegates urged global parliamentary bodies such as the CWP and CPA to play an effective role in protecting and promoting the cause of women and the CPA was urged to consider establishing an Observer and Inquiry Commission under Commonwealth Women Parliamentarians where women's grievances can be redressed. Delegates also called for the need for the CWP to regularly monitor the status of women in political participation and exert influence on member states in ensuring transparency. Collaboration with civil society and the media in denouncing unacceptable behaviour against women was agreed as a viable means of mitigating the political culture barrier. The key role of both male and female Parliamentarians was highlighted in ensuring an equitable legal environment that deters violence against women, guarantees strong and enforced laws on equality and combats sexism and violence against women.

The third CWP conference session on *'Legislating Effectively to Protect Women from Political Violence'* gave delegates the opportunity to discuss the role of parliament in protecting women from political violence. Some of the significant factors and positions expressed during this session were: women in politics are exposed to violence by sheer virtue of being women in politics; violence against women

Above: Delegates from across the Commonwealth at the fifth triennial conference of the Commonwealth Women Parliamentarians (CWP) in December 2016 on the theme of *'Political Violence against Women'*.

politicians deters some women from seeking political office; once women have been elected, violence against them serves as an obstacle to fully performing their roles. Awareness needs to be raised that violence against women politicians is a real issue; and it was noted that education is key.

Of particular note, social media has greatly increased women politicians' exposure to threats of violence and abuse. In seeking to reduce violence against women, it is helpful to have quantifiable measures of violence against women. Where laws do not exist to prevent violence against women politicians, laws should be put in place. Furthermore, where legislation is in place, it needs to be effective and enforceable. The final session of the CWP conference addressed *'The Role of Civil Society and the Media in Tackling Political Violence against Women'*.

The CWP also held a gender-related workshop at the 62<sup>nd</sup> Commonwealth Parliamentary Conference on *'Ending violence against women and girls: The impact of social media and the internet in perpetrating violence'*. It was noted that the growing reach of the internet and social media presents opportunities, social connections and networks - however, these social media platforms are used by perpetrators to carry out acts of violence against women and girls.

Below: Hon. Niki Rattle, Speaker of the Parliament of the Cook Islands speaking at the Commonwealth Women Parliamentarians conference.





## Working with Partner Organisations

### 23<sup>rd</sup> Commonwealth Speakers and Presiding Officers Conference (CSPOC) 2016 in Sabah, Malaysia

During his first overseas visit as the new Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan met with Speakers and Presiding Officers at the 23<sup>rd</sup> Commonwealth Speakers and Presiding Officers Conference (CSPOC) 2016 hosted in Sabah, Malaysia in January 2016.

The Secretary-General met with a number of Commonwealth Speakers and Parliamentarians including: Pandikar Amin bin Haji Mulia, Speaker of the Dewan Rakyat in the Parliament of Malaysia; Hon. Geoff Regan, MP, Speaker of the House of Commons in the Canadian Parliament; Murtaza Javed Abbasi, Deputy Speaker of the National Assembly of Pakistan; Rt Hon. Rebecca Kadaga, MP, Speaker of the Parliament of Uganda and Chairperson of the Commonwealth Women Parliamentarians CWP; Datuk Roosme Hamzah, the Clerk to the Malaysia Parliament and CPA South-East Asia Regional Secretary; and Mr Eric Janse, Secretary of the Commonwealth Speakers and Presiding Officers Conference.



Above: During his first overseas visit as the new CPA Secretary-General, Mr Akbar Khan attended the 23<sup>rd</sup> Commonwealth Speakers and Presiding Officers Conference (CSPOC) hosted in Malaysia.

### Parliamentary Steering Committee on WTO in Brussels, Belgium

The Parliamentary Conference on the WTO (World Trade Organisation) is an annual event usually held at the WTO in Geneva and organized jointly by the Inter-Parliamentary Union and the European Parliament. The CPA is a full member of the Steering Committee of the Parliamentary Conference to the WTO (SCPCWTO) which is held twice a year and sets the agenda and discussion topics for the main conference. The CPA Headquarters Secretariat was represented by Mr Jeffrey Hyland, Editor, who attended the meeting held from 16 to 17 February 2016.

The members of the Steering Committee including delegations from China, Jordan, Cameroon, Botswana, Norway and Indonesia were invited (on the day before the main Steering Committee) by the European Parliament to attend the Joint EU Hearing of the Committee on International Trade (INTA) and the EU Subcommittee on Human Rights. The Steering Committee Members were able to attend as observers and to ask questions of the EU Joint Committee as part of the session.

### Organisation of Economic Cooperation and Development (OECD) Parliamentary Days in Paris, France

The OECD Parliamentary Day brings together parliamentary delegations from across the OECD's membership and other parliamentary organisations such as the Assemblée Parlementaire de la Francophonie (APF), Women in Parliament, GOPAC and many others. The gathering brings with it an opportunity for the CPA to access the OECD's information library, key thematic areas relating to the work of Parliamentarians and an excellent opportunity to explore potential collaboration with other international parliamentary bodies.

The Commonwealth Parliamentary Association Secretary-General, Mr Akbar Khan attended this meeting from 4 to 5 February 2016. During that period he held a number of bilateral meetings on the side-lines of the main event. These included meetings with the OECD Secretary-General Angel Gurría, representatives from Women in Parliament and CPA Parliamentarians.

### Secretary-General meets with CARICOM in Guyana

The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan met with Ambassador Irwin LaRocque, Secretary-General of the Caribbean Community (CARICOM) for a bilateral meeting during his visit to the Caribbean region in March 2016.

### Secretary-General attends World Bank and International Monetary Fund Global Parliamentary Conference in Washington DC, USA

The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan attended the 2016 Global Parliamentary Conference, organised by the World Bank Group (WBG), the International Monetary Fund (IMF) and the Parliamentary Network on the World Bank and IMF in Washington DC, USA in April 2016. The Global Conference is the Parliamentary Network's flagship event, bringing together some 200 Parliamentarians from over 100 countries, leaders from civil society and partner organizations, and top officials from a number of International Financial Institutions including the World Bank, IMF and regional development banks.

The Secretary-General attended a special session on the Leadership of the World Bank Group and IMF with Mme. Christine Lagarde, Managing Director of the IMF; Dr Jim Yong Kim, President of the World Bank Group and Mr Jeffrey Lefroy, MP, Chair.

While at the 2016 Global Parliamentary Conference at the World Bank Group Headquarters, the Secretary-General also held a number of bilateral meetings. The Secretary-General met with Mr Bachir Dieye of the Assemblée Parlementaire de la Francophonie to discuss cooperation between the two organisations especially as several countries such as Cameroon, Rwanda and Canada are members of both organisations.

### SOCATT Africa Region Professional Development Seminar in Accra, Ghana

The Commonwealth Parliamentary Association Africa Region and the Society of Clerks-at-the-Table (SOCATT) Africa Region have held the 2016 SOCATT Africa Region Professional Development Seminar in Accra, Ghana, hosted by the Parliament of Ghana. The



Above: The CPA Headquarters Secretariat participated in a symposium for organizations involved in training Parliamentary Staff in Montréal, Canada organised by McGill University.

theme of the seminar was 'Towards realizing the Africa Agenda 2063 and the SDGs: The Role of Parliamentary Administration.'

The seminar was officially opened by Rt Hon. Edward K. Doe Adjaho, Speaker of the Parliament of Ghana with addresses by Adv. M. E. Phindela, Secretary to the National Council of Provinces, RSA, Chairperson of SoCATT Africa Region; Mr. Emmanuel Anyimadu, Clerk of the Parliament of Ghana; and Mr Joe Omorodion, CPA Director of Finance and Administration, representing the Secretary-General of the Commonwealth Parliamentary Association.

### Symposium of Parliamentary Training Institutes in Montréal, Canada

The CPA Headquarters Secretariat participated in a symposium for organizations involved in training Parliamentary Staff in Montréal, Canada from the 13 to 14 May 2016. The symposium was organized by McGill University and involved organisations such as the World Bank Group, as well as National Parliamentary Training Institutes from a number of CPA Branches and Cambodia.

The Symposium was held on the eve of the residency of the International Professional Development Programme for Parliamentary Staff and the objective being to first identify if there is a need for a network or community of institutions which focus on Parliamentary strengthening i.e. development of a Community of Practice (CoP).

### 44<sup>th</sup> Plenary Session of the Inter-Parliamentary Assembly of the CIS Member Nations in St Petersburg, Russia

The Chairperson of the CPA Executive Committee, Hon. Dr Shirin Sharmin Chaudhury, MP, Speaker of the Parliament of Bangladesh attended the 44<sup>th</sup> Plenary Session of the Inter-Parliamentary Assembly of the CIS Member Nations in St Petersburg, Russia to discuss cooperation between the Commonwealth Parliamentary Association and the CIS nations. The CPA Chairperson met with Valentina Matviyenko, Chairman of the Federation Council.

### UKOTA delegation meeting at CPA Secretariat in London

The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan, together with the Vice-Chairperson of the CPA Executive Committee, Hon. Shirley M. Osborne, MLA,

Speaker of the Montserrat Legislative Assembly, welcomed a delegation from UKOTA (UK Overseas Territories Association) to the CPA Headquarters Secretariat in London, UK in June 2016.

The delegation had the opportunity to meet with the CPA Secretary-General to hear about the work including the CPA's focus on Small Branches and the new Programmes Strategy. The delegation also heard about the work of the CPA Vice-Chairperson, who represents a Small Branch of the CPA herself as well as the work of the Commonwealth Women Parliamentarians (CWP) and Commonwealth Youth Parliament. The UKOTA delegation included representatives of: Falkland Islands Government, British Virgin Islands, Bermuda, Cayman Islands, St Helena, Tristan da Cunha, Turks & Caicos and Montserrat.

### 2016 Parliamentary Conference on the WTO, Geneva, Switzerland

The Parliamentary Conference on the WTO (World Trade Organisation), organised jointly by the Inter-Parliamentary Union (IPU) and the European Parliament (EP), has become a regular fixture on the international calendar. Sessions are organised each year as well as on the occasion of WTO Ministerial Conferences. The Parliamentary Conference on the WTO is an annual event held at the WTO in Geneva. The Commonwealth Parliamentary Association is a full member of the Steering Committee of the Parliamentary Conference to the WTO (SCPCWTO) which is held twice a year and sets the agenda and discussion topics for the main conference.

The 2016 Annual Session of the Parliamentary Conference on the WTO was held at the WTO Headquarters in Geneva on 13 to 14 June 2016 under the theme of 'What Future for the WTO?'. The CPA was represented at this high level event by Hon. Dato' Noraini Ahmad, MP (Malaysia), Executive Committee Member for South East Asia and also Chair of the Malaysia External Trade Development Corporation. The conference was attended by Parliamentary delegations from the Commonwealth and beyond as well as other key partners (IPU, European Parliament, WTO).

Hon. Dato' Noraini Ahmad, MP (Malaysia) represented the CPA and also the Commonwealth Women Parliamentarians (CWP) on the conference panel for the gender related session on the second day of the main conference titled 'Trade as a vehicle of social progress: The gender perspective'.

Below: The CPA Vice-Chairperson and CPA Secretary-General welcomed a delegation from UKOTA (UK Overseas Territories Association) to the CPA Headquarters Secretariat in London, UK.





Above: Delegates at the 47<sup>th</sup> Presiding Officers' and Clerks' Conference for the Pacific and Australia Regions in Tonga.

### 47<sup>th</sup> Presiding Officers' and Clerks' Conference for the Pacific and Australia Regions in Tonga

Speaking at the 47<sup>th</sup> Presiding Officers' and Clerks' Conference for the CPA Pacific and Australia Regions in Tonga, Mr Akbar Khan, Secretary-General affirmed that Small Branches are a priority for the CPA.

The theme of the 47<sup>th</sup> Presiding Officers' and Clerks' Conference was 'Navigating together the challenges for modern parliaments'. The Secretary-General commented that in the Pacific, these challenges are felt particularly acutely by Small Island States given the often severe constraints on capacity and resources, the limited sittings of Parliament and the unpredictability of constitutional challenges resulting in recourse to the courts from time to time. He added that by not addressing these challenges, we risk impacting the human development of the country and region. Coming out of these challenges, the Secretary-General commented, comes the opportunity to work together to find solutions through discussion and the exchange of views, which the CPA seeks to promote through connecting, developing and supporting parliamentarians and their staff to identify benchmarks of good governance and the implementation of the enduring values of the Commonwealth.

The Secretary-General joined the Speaker of the Tongan Parliament, Lord Tu'ivakano and the Crown Prince of Tonga, HRH Tupouto'a 'Ulukalala in opening the Conference.

During the visit to the Pacific Region for the Presiding Officers and Clerks Conference, the Secretary-General also visited the CPA Tonga Branch and undertook a CPA Roadshows tour with visits to local schools and colleges, reaching out to over 5,000 Tongan students to talk about the importance of the political values of the Commonwealth, including diversity, development and democracy.

### Secretary-General attends 2016 Annual Meetings of the World Bank and IMF in Washington DC, USA

The Secretary-General of the Commonwealth Parliamentary Association (CPA), Mr Akbar Khan attended the 2016 Annual Meetings of the World Bank Group (WBG), the International Monetary Fund (IMF) and the Parliamentary Network on the World Bank and IMF in Washington DC, USA.

The Annual Meetings bring together Parliamentarians from over 100 countries, leaders from civil society and partner organisations, and top officials from a number of International Financial Institutions including the World Bank, IMF and regional development banks.

Reaching out to new partners in the margins of this meeting is key for the Commonwealth Parliamentary Association as it moves to better respond to the needs of today's Parliamentarians. The Secretary-

General explored new avenues of cooperation to enhance CPA's programmes of parliamentary strengthening initiatives with the IMF, World Bank, Parliamentary Assembly of La Francophonie and ParlAmericas, among others. Amongst the many issues debated at the event was a focus on the trust deficit in Parliament.

Continuing to engage with Parliamentarians from across the Commonwealth on CPA's programme of work at platforms such as this meeting not only enables the Secretary-General to ensure that the CPA remains relevant to its diverse membership, but it is a key aspect of the Commonwealth Parliamentary Association's outreach efforts.

The Secretary-General of the CPA attended a number of sessions during the Annual Meetings. While at the 2016 Annual Meetings of the World Bank and the IMF at the World Bank Group Headquarters, the Secretary-General also held a number of bilateral meetings in the margins of the conference to discuss the CPA's work strands including Masterclasses, Regional Hot Topics, Technical Assistance and the continuing development of parliamentary standards.

### 'Commonwealth family' breakfast event in London, United Kingdom

The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan, introduced himself and his vision for the CPA to the 'Commonwealth family' in February 2016 during an informal breakfast meeting for partner organisations held at the United Kingdom Parliament.

A wide range of representatives attended the event including: Commonwealth Magistrates and Judges Association (CMJA); Commonwealth Local Government Forum (CLGF); UK Foreign and Commonwealth Office (FCO); Women in Parliaments (WIP); Royal Over-Seas League (ROSL); Commonwealth Lawyers Association (CLA); Nexus; Royal Commonwealth Society; Commonwealth Foundation; Commonwealth Secretariat; Commonwealth Telecommunications Organisation (CTO); Commonwealth Human Rights Initiative (CHRI); CASS Business School; Westminster Foundation for Democracy (WFD); African Legal Aid (ALA); British Red Cross UK; Wayamo Foundation; and Commonwealth Initiative for Freedom of Religion or Belief.

### Parliamentary strengthening partners hold study group on updating democratic benchmarks

A joint study group of partners in parliamentary strengthening convened in Surrey, UK to review the Commonwealth Parliamentary Association (CPA)'s Benchmarks for Democratic Legislatures in light of the aspirations set out in Goal 16 of the Sustainable Development Goals (SDGs). SDG 16 centres on peaceful and inclusive societies for sustainable development and the role of effective, accountable and inclusive institutions at all levels. Effective parliaments are the principal institutions of the state, central to the attainment of SDG 16, the development agenda and all of the 17 Sustainable Development Goals.

The launch of the Benchmarks for Democratic Legislatures in 2006 by the CPA and its partners was a bold and pioneering step to strengthen parliaments through the promotion of a set of standards for parliaments across the Commonwealth. Today, at a time of increased scrutiny of parliaments and of parliamentarians, the focus on measuring impact and the need to demonstrate the effectiveness of legislatures is critical. The Benchmarks for Democratic Legislatures provide a key tool in assisting parliaments to demonstrate their performance, increase their self-awareness and prioritise areas for development.



Above: The CPA convened a study group of leading experts in the field of parliamentary strengthening to review the CPA Benchmarks for Democratic Legislatures.

A decade on, SDG 16 offers a unique opportunity to revisit the expectations of a good and democratic parliament. Therefore, in collaboration with the Westminster Foundation for Democracy, the CPA convened a study group of leading experts in the field of parliamentary strengthening to review the CPA Benchmarks and continue with this seminal work in setting standards for parliaments. The group considered the development of a tool to help parliaments craft their reform agenda in line with the aspirations of SDG 16; increasing effectiveness, accountability, transparency and becoming more inclusive and responsive institutions. The organisations represented at the study group included: Commonwealth Parliamentary Association (CPA); Westminster Foundation for Democracy (WFD); National Democratic Institute (NDI); United Nations Development Programme (UNDP); World Bank Group (WBG); Organisation for Economic Cooperation and Development (OECD).

The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan, who co-chaired the study group with the Westminster Foundation for Democracy (WFD), said: "SDG 16 anchors the importance of parliament as a strong institution aiding human development. Gathering together this group of experts in the field of parliamentary strengthening to revise and refresh the pioneering CPA Benchmarks for Democratic Legislatures is timely, as we seek to strengthen parliaments in line with the aspirations of the SDGs."

Anthony Smith, CEO, Westminster Foundation for Democracy (WFD) said: "The parliamentary community made important contributions to the development of the SDGs. Now it is time to help to implement them. We want to consider how the CPA Benchmarks can help parliaments to do this."

Lisa VonTrapp, OECD said: "The CPA benchmarks were essential to developing and codifying international norms and standards around democratic legislatures. Ten years later, and in light of new opportunities afforded by the SDGs, it is appropriate that we examine whether and how these standards have evolved and how we might operationalise some of the learning that has come out of their use."

Charles Chauvel, United Nations Development Programme (UNDP) said: "Agenda 2030 applies to both developed and developing countries, and makes an explicit link in SDG 16 between good governance and sustainable human development. These are also both important features of the Commonwealth Charter. As we consider how to measure progress on achieving both the global goals and the aims of the Charter, we need credible and up-to-date indicators about how parliaments are functioning. Do they follow processes that are inclusive, representative, and participatory; in order to function as effective, accountable, and transparent institutions? This exercise is an important contributor to achieving these."

This study group is the first stage of a joint project between the Commonwealth Parliamentary Association (CPA) and the Westminster Foundation for Democracy (WfD) to update the Benchmarks for Democratic Legislatures to take account of the Sustainable Development Goals.

### Secretary-General promotes cross parliamentary cooperation at 2016 IPU Assembly in Geneva

The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan has attended the 135<sup>th</sup> Inter-Parliamentary Union (IPU) Assembly together with Speakers and Members of Parliament from across the Commonwealth and beyond. The IPU Assembly's key theme for 2016 was addressing the role of parliaments as early responders to human rights abuses and encouraging Parliamentarians to be at the forefront in raising the alarm and taking action when serious human rights challenges arise.

The CPA Secretary-General met with his counterpart Mr Martin Chungong, IPU Secretary-General for a bilateral discussion around areas of common concern and interest to both organisations, such as the CPA work around reviewing the Benchmarks for Democratic Legislatures in line with Sustainable Development Goal 16, and IPU's work around the Sustainable Development Goals. There are also a number of areas of collaboration on parliamentary youth work, promoting work of the Commonwealth Women Parliamentarians (CWP) and the IPU equivalent and also promoting events around International Day of Democracy. The IPU and CPA have overlapping members and similar interests to serve and the discussion between the two Secretaries-General focused on the need to strengthen collaboration to avoid duplication, promote cost sharing and meet the needs of the shared membership.

The IPU Assembly brings together more than 700 Parliamentarians from over 100 countries. Reaching out to new partners in the margins of this meeting is key for the Commonwealth Parliamentary Association as it moves to better respond to the needs of today's Parliamentarians. The Secretary-General has explored avenues of cooperation to enhance CPA's programmes of parliamentary strengthening initiatives with key partners in the margins of the IPU Assembly.

The Secretary-General of the CPA attended a number of sessions during the IPU Assembly. While at the 2016 Assembly, the Secretary-General also held a number of bilateral meetings in the margins of the Assembly to discuss the CPA's work strands including Masterclasses, Regional Hot Topics, Technical Assistance and the continuing development of parliamentary standards.

Right: The CPA Secretary-General Mr Akbar Khan met with his counterpart Mr Martin Chungong, IPU Secretary-General for a bilateral discussion around areas of common concern and interest to both organisations,



## Communications and *The Parliamentarian*

### *The Parliamentarian* and Other publications

Keeping in line with the CPA Strategic Plan 2013-2017, the CPA Headquarters Secretariat published the following publications in 2016:

- ***The Parliamentarian* 2016: Issue One** focusing on Climate Change and CHOGM - following the COP21 Paris Climate Change Conference in December 2015 and the Commonwealth Heads of Government Meeting (CHOGM) in Malta in November 2015, there were many outcomes and issues to examine. This issue of *The Parliamentarian* looked at the impact of climate change on the Commonwealth and the role that Parliamentarians can play in this highly complex issue. It also featured reports from CHOGM 2015 and the four satellite Forums that took place - Women's, Business, People's and Youth.

- ***The Parliamentarian* 2016: Issue Two** focusing on the Separation of Powers - the CPA has been a key partner in developing the *Commonwealth Latimer House Principles* and this issue of *The Parliamentarian* examined the role of Parliament and its relationship with the Judiciary and the Executive across the Commonwealth. This issue also had a number of articles on gender and featured Branch reports from Commonwealth Day 2016.

- ***The Parliamentarian* 2016: Issue Three** focusing on Commonwealth trade - this issue examined the implications of 'Brexit' following the referendum in the United Kingdom on 23 June 2016 on the question of whether to remain within the European Union and implications for Commonwealth trade. In addition, there were articles on the *Commonwealth Latimer House Principles*, the media and Parliament, the role of parliamentary privilege, the impact of national International Humanitarian Law Committees and reports from the Commonwealth Women Parliamentarians (CWP) attending the first Commonwealth Women Leaders' Summit. Finally, this

issue of *The Parliamentarian* also contained an obituary for the late Hon. Request Muntanga, CPA Treasurer from 2014-2016.

- ***The Parliamentarian* 2016: Issue Four** examined the 2016 Commonwealth theme of 'An Inclusive Commonwealth' and in particular, youth engagement in our Commonwealth Parliaments. With approximately 60% of the Commonwealth's 2 billion population currently under the age of 30, the engagement of young people is a key factor in fostering an inclusive Commonwealth. For Parliaments to remain relevant they must adapt to be more accessible and transparent to all citizens and especially actively engaging young people through greater outreach and the use of digital technology. Articles featured the engagement of young people, the new CPA Roadshows programmes and examples of parliamentary youth initiatives from across the Commonwealth. In addition, this issue featured the role of the Women's Caucus in advancing the implementation of the UN Sustainable Development Goals in the Africa Region; Trinidad and Tobago's role in Commonwealth trade; political activism in the Bangladeshi diaspora; establishing a model political communication strategy for persons with disabilities; and the challenges for parliamentary democracies in their composition.

- **CPA Update quarterly e-newsletters** were delivered for the following periods: January to March 2016; April to June 2016; July to October 2016; October 2016 to January 2017.

These publications and e-newsletters helped to strengthen the CPA at Branch, Regional and international levels through communications with Members and provided Members and Parliaments with comparative parliamentary information and the sharing of best practice. Archived issues of *The Parliamentarian* dating back to 2008 can all be accessed from the CPA website, under the 'Resources' menu.



### Editorial Advisory Board – *The Parliamentarian*

The CPA Headquarters Secretariat introduced a proposal to establish an Editorial Advisory Board to advise the Editor and the current Editorial Operations Board (which is composed of the Secretary-General and two Directors with the Editor) on *The Parliamentarian's* direction and editorial content for the years ahead.

The role of the Editorial Advisory Board will be to review content, propose themes and topics for future issues, contribute articles and to assist with sourcing contributors for *The Parliamentarian*. The Editorial Advisory Board can also propose new ideas for the promotion and future direction of *The Parliamentarian* for the benefit of the CPA and its Members.

Members of the Editorial Advisory Board will be sought to represent the diversity of the CPA and its Regions and Branches as well as external stakeholders from a range of different fields. Each of the nine regions of the CPA will be represented on the Editorial Advisory Board and the Commonwealth Women Parliamentarians (CWP) will be represented on the board by the Vice-Chairperson of the CWP Steering Committee.

The Editorial Advisory Board will be composed of Parliamentarians (either current or former Members) and 'experts' from the fields of academia, civil society, the media, organisations engaged in parliamentary strengthening and Commonwealth organisations.

The members of the Editorial Advisory Board are proposed to be invited to join the board in 2017 and for it to be active, subject to its members being approved by the Executive Committee in April 2017.

### CPA Annual Report

The CPA 2015 Annual Report was completed during 2016 and distributed to CPA Branches and Officers as hard copies and electronically. The Annual Report was also published on the CPA website and distributed to international organisations and other stakeholders and partners. The CPA Annual Report was also distributed to Members at the CPA General Assembly held as part of the annual conference.



### CWP Publications

The CWP Strategic Plan 2014-2018 was published in 2016 and copies distributed to the CWP Steering Committee. The CWP annual newsletter has also been published.



## Visits to the CPA Headquarters Secretariat

The CPA Headquarters Secretariat continues to welcome visitors from all CPA Branches and from representatives of partner and international organisations. These visits provide a platform for visitors to learn about the CPA and the various programmes available to its Member Branches as well as an opportunity for collaborations with other organisations.

The CPA Headquarters Secretariat welcomed over 100 visitors to the offices in London, UK in 2016 from CPA Branches and Regions, including Members of Parliament, current and former Executive Committee Members, Parliamentary staff and from partner organisations. If you require further information about visiting the CPA Headquarters Secretariat please email [hq.sec@cpahq.org](mailto:hq.sec@cpahq.org).



CPA website/online www.cpahq.org

The ongoing work to continually update the content and layout of the current CPA website continued in 2016 in line with the CPA Communications Implementation Plan. The current website has continued to be updated with new links, news and resources and continues to be a popular source of information for our Members alongside the CPA social media channels.

The CPA social media channels (Twitter, Facebook, YouTube for video content and Flickr for image sharing) have continued to grow in their numbers of followers.

As part of the CPA Business Review undertaken by CASS Consultants in 2016, a full review of all IT systems and processes has been undertaken including the website (server, hosting, website system, website databases) and the CPA Headquarters Secretariat awaits the implementation of this review following the CPA staff restructure due in summer 2017.

In the meantime, the CPA Headquarters Secretariat are preparing site maps, content and copy for the new website in order to progress with the redevelopment in late 2017/early 2018.

The CPA website user statistics indicate that the number of users of the CPA website has fallen over the middle period of the year and then risen again at the end. The country of origin statistics show the comparative country of origin of visitors to the CPA website.

The website statistics show that around a third of visitors to the CPA website were returning visitors with over 70% as new visitors. Of visitors to the CPA website, around 70% view the website on a desktop/PC, around 25% on a mobile device and around 5% on a tablet. These statistics will be fed into the new website development plan to ensure that the website is mobile and tablet responsive.

Of all visitors to the CPA website, over a third came direct to the website and another third came from a search engine like Google or Yahoo. The remaining 10% were from 'click-throughs' from other websites and from social media posts (Twitter and Facebook).

CPA website www.cpahq.org User Statistics:			
Time Period (quarterly)	Users*	Sessions**	Page views***
January 2016 to March 2016	• 11,741	• 15,205	• 32,901
April 2016 to June 2016	• 9,691	• 12,937	• 31,722
July 2016 to September 2016	• 9,592	• 12,872	• 31,031
October 2016 to December 2016	• 11,244	• 15,786	• 40,109

*\*Users that have had at least one session within the selected date range. Includes both new and returning users.*

*\*\*Sessions - Total number of Sessions within the date range. A session is the period time a user is actively engaged in the website. All usage data (Screen Views, Events, etc.) is associated with a session.*

*\*\*\*Page views is the total number of pages viewed. Repeated views of a single page are counted.*

CPA website: Country of origin of website visitors:	
Time Period (quarterly)	Country of origin
January 2016 to March 2016	<ul style="list-style-type: none"> <li>• 1. UK 20.89%</li> <li>• 2. USA 8.06%</li> <li>• 3. India 7.62%</li> <li>• 4. Canada 4.96%</li> <li>• 5. Australia 4.07%</li> <li>• 6. Kenya 3.64%</li> <li>• 7. Bangladesh 3.31%</li> <li>• 8. South Africa 3.19%</li> <li>• 9. Nigeria 2.86%</li> <li>• 10. Bahamas 2.56%</li> </ul>
April 2016 to June 2016	<ul style="list-style-type: none"> <li>• 1. UK 18.75%</li> <li>• 2. India 9.69%</li> <li>• 3. USA 6.28%</li> <li>• 4. Australia 6.07%</li> <li>• 5. Canada 5.70%</li> <li>• 6. Bangladesh 3.59%</li> <li>• 7. Kenya 3.43%</li> <li>• 8. South Africa 3.43%</li> <li>• 9. Pakistan 3.15%</li> <li>• 10. Mauritius 1.72%</li> </ul>
July 2016 to September 2016	<ul style="list-style-type: none"> <li>• 1. UK 18.99%</li> <li>• 2. India 9.84%</li> <li>• 3. South Africa 6.40%</li> <li>• 4. USA 5.66%</li> <li>• 5. Canada 5.48%</li> <li>• 6. Australia 4.23%</li> <li>• 7. Kenya 3.68%</li> <li>• 8. Bangladesh 2.88%</li> <li>• 9. Mauritius 2.45%</li> <li>• 10. Pakistan 2.33%</li> </ul>
October 2016 to December 2016	<ul style="list-style-type: none"> <li>• 1. UK 21.91%</li> <li>• 2. India 9.13%</li> <li>• 3. Canada 6.93%</li> <li>• 4. USA 5.26%</li> <li>• 5. Australia 3.98%</li> <li>• 6. Pakistan 3.78%</li> <li>• 7. South Africa 3.46%</li> <li>• 8. Nigeria 3.31%</li> <li>• 9. Malaysia 3.14%</li> <li>• 10. Bangladesh 2.88%</li> </ul>

CPA website www.cpahq.org: User Statistics:				
Time Period (quarterly)	January 2016 to March 2016	April 2016 to June 2016	July 2016 to September 2016	October 2016 to December 2016
<b>Frequency of visitors to the CPA website</b>				
Returning visitors	• 25.39%	• 28.60%	• 29.4%	• 32.11%
New visitors	• 74.61%	• 71.4%	• 70.6%	• 67.89%
<b>How do visitors to the CPA website view it?</b>				
On PC/desktop	• 67.87%	• 71.93%	• 69.55%	• 68.09%
On mobile device	• 25.93%	• 23.57%	• 25.87%	• 27.19%
On a tablet	• 6.21%	• 4.50%	• 4.58%	• 4.72%
<b>How do visitors to the CPA website find it?</b>				
Direct to the website	• 35.1%	• 42.37%	• 43.7%	• 44.6%
Organic search (e.g. Google/Yahoo)	• 60.5%	• 47.99%	• 47.8%	• 47.1%
Click through from other websites*	• 2.3%	• 5.88%	• 4.4%	• 4.4%
Click through from social media	• 2.1%	• 3.76%	• 4.1%	• 3.8%

*\*The top referral websites for this period included The Commonwealth Secretariat website, Uganda Parliament, CPC 2016 website and Wikipedia.*

CPA Social Media Channels: User Statistics:				
Time Period (quarterly)	January 2016 to March 2016	April 2016 to June 2016	July 2016 to September 2016	October 2016 to December 2016
<b>Facebook.com/CPAHQ</b>				
Number of 'Likes'	• 902 to 1,061	• 1,075 to 1,194	• 1,208 to 1,300	• 1,300 to 1,415
% rise/fall	• 15% increase	• 11% increase	• 8% increase	• 9% increase
Highest reach of Facebook posts	1,652 users on 16 March 2016	1,448 users on 8 April 2016	1,489 users on 7 September 2016	1,243 users on 19 October 2016
<b>Twitter @CPA_Secretariat</b>				
Number of Followers	• 520 to 713 Followers	• 713 to 864 Followers	• 864 to 986 Followers	• 986 to 1,178 Followers*
Follower growth (%)	• 27% increase	• 21% increase	• 14% increase	• 19% increase

*\*The target of 1,000 Twitter Followers by the end of 2016 was achieved by 3 October 2016.*



CPA news coverage

The table shows the news coverage of the CPA (articles, links and mentions of CPA) in news media and online during 2016.

In addition, the CPA Headquarters Secretariat received media coverage (print, TV and radio) across a number of channels and publications including: BBC Radio Jersey; Guernsey Radio; Radio New Zealand; Diplomat Magazine (a publication for the diplomatic community in the UK); Pakistan Observer; Bahamas @ Sunrise TV channel; Bermuda TV's Issues Programme; Times of Zambia; Daily Times Islamabad; and the Dhaka Daily Star.

Time Period (quarterly)	CPA online news coverage/ mentions
January 2016 to March 2016	• 61 online news articles/mentions
April 2016 to June 2016	• 81 online news articles/mentions
July 2016 to September 2016	• 82 online news articles/mentions
October 2016 to December 2016	• 79 online news articles/mentions
<b>Total for 2016</b>	<b>• 303 online news articles/mentions</b>





## Commonwealth Parliamentary Association (CPA) Branches

At 31 December 2016, the Commonwealth Parliamentary Association had over 180 active Branches. The CPA Branches were distributed across the CPA's nine regions as follows:



### AFRICA

- Botswana
- Cameroon
- Ghana
- Kenya
- Lesotho
- Malawi
- Mauritius
- Mozambique
- Namibia
- Nigeria - CPA Branches in: Abia | Akwa-Ibom | Adamawa | Anambra | Bauchi | Bayelsa | Benue | Borno | Cross River | Delta | Ebonyi | Edo | Ekiti | Enugu | Gombe | Imo | Jigawa | Kaduna | Kano | Katsina | Kebbi | Kogi | Kwara | Lagos | Nasarawa | Niger | Ogun | Ondo | Osun | Oyo | Plateau | River State | Sokoto | Taraba | Yobe | Zamfara
- Rwanda
- Seychelles
- Sierra Leone
- South Africa - CPA Branches in: Eastern Cape | Free State | Gauteng | KwaZulu-Natal | Limpopo | Mpumalanga | North-West | Northern Cape | Western Cape
- Swaziland
- Tanzania - also CPA Branch in: Zanzibar
- Uganda
- Zambia

### ASIA

- Bangladesh
- Pakistan - CPA Branches in: Balochistan | Khyber Pakhtunkhwa | Punjab | Sindh
- Sri Lanka

### AUSTRALIA

- Australian Capital Territory
- New South Wales
- Northern Territory
- Queensland
- South Australia
- Tasmania
- Victoria
- Western Australia

### BRITISH ISLANDS AND MEDITERRANEAN

- Alderney
- Cyprus
- Falkland Islands
- Gibraltar
- Guernsey
- Isle of Man
- Jersey
- Malta
- Northern Ireland
- St Helena
- Scotland
- United Kingdom
- Wales

### CANADA

- Canada Federal
- Alberta
- British Columbia
- Manitoba
- New Brunswick
- Newfoundland & Labrador
- Northwest Territories
- Nova Scotia
- Nunavut
- Ontario
- Prince Edward Island
- Québec
- Saskatchewan
- Yukon

### CARIBBEAN, AMERICAS AND ATLANTIC

- Anguilla
- Antigua & Barbuda
- The Bahamas
- Barbados
- Belize
- Bermuda
- British Virgin Islands
- Cayman Islands
- Dominica
- Grenada
- Guyana
- Jamaica
- Montserrat
- St Christopher & Nevis - also CPA Branch in: Nevis Islands
- St Lucia
- St Vincent & the Grenadines
- Trinidad & Tobago
- Turks & Caicos Islands

### INDIA

- India - CPA Branches in: Andhra Pradesh | Arunachal Pradesh | Assam | Bihar | Chhattisgarh | Delhi | Goa | Gujarat | Haryana | Himachal Pradesh | Jammu & Kashmir | Jharkhand | Karnataka | Kerala | Madhya Pradesh | Maharashtra | Manipur | Meghalaya | Mizoram | Nagaland | Odisha | Puducherry | Punjab | Rajasthan | Sikkim | Tamil Nadu | Telangana | Tripura | Uttarakhand | Uttar Pradesh | West Bengal

### PACIFIC

- Cook Islands
- Fiji (*re-joined in January 2016*)
- Kiribati
- Nauru
- New Zealand
- Niue
- Papua New Guinea - also CPA Branch in: Bougainville
- Samoa
- Solomon Islands
- Tonga
- Tuvalu
- Vanuatu

### SOUTH-EAST ASIA

- Malaysia - CPA Branches in: Johore | Kedah | Darulaman | Kelantan | Malacca | Negeri Sembilan | Pahang | Penang | Perak | Perlis | Sabah | Sarawak | Selangor | Terengganu
- Singapore

## Financial Statements and Review 2016



The Financial Statements and Review shows how the Commonwealth Parliamentary Association (CPA) revenues were generated and expended during 2016.

## Financial Review

**Summary:** The total revenue earned in the financial year under review was £2,712,083 (2015: £2,726,156). Of this, the Association's core funding streams were from Branch Membership fees (92%), financial investments (5%) and other sources (3%).

The Trustees resolved in 2015 to renew and expand the range of programmes and services to be provided for the Association's membership from the 2016 financial year and beyond. The Trustees further agreed to partly fund these activities from the Association's free/unrestricted reserves. Hence, for the year under review, the results show a headline deficit of £827,631 before net investment gains (2015: surplus of £213,001 before net investment losses).

Total revenue decreased by £14k (1%) when compared to the year ended 31 December 2015. This was mainly due to reductions in membership fees (£46k) and Partner revenue (£19k), and increases in investment income (£8k) and other income (£43k).

The total operating costs during the reporting period was £3,539,714 (2015: £2,513,155). The costs of raising funds amounted to £46,814 (1%) and on direct charitable activities totaled £3,492,900 (99%). In 2015, these were £48k (2%) and £2.4m (98%) respectively. The increased total operating costs over the prior year was due to the hosting of the CPA plenary conference by the CPA Headquarters Secretariat (as opposed to previous hosting by CPA Branches) and the expanded work programme.

At the end of the financial year, the CPA held £1,183,109 in its General Reserve (2015: £2,019,388) together with £1,000,000 (2015: £1,000,000) in a Contingency Reserve. The contingency reserve is maintained in accordance with the approved reserves policy of the Association.

In addition to the General Reserves, both the Working Capital Trust Fund and the Conference Assistance Trust Fund (managed by Trustees under separate Trust Deeds), had total funds of £6,816,097 (2015: £6,049,185). Income from each Trust Fund is used for the benefits of the members.

**Financial Strategy:** The Trustees agreed the CPA financial strategy in South Africa in August 2013. The issues addressed in the policy include the reserves, income generation, financial and administrative control policies for the Association. Its overarching purposes are to ensure that the Association's financial resources and policies are strategically deployed to support the strategic objectives outlined in the CPA business plan, and add a more focused sense of direction or purpose to the CPA's existing financial policies and practices. The strategy was implemented during the year, and will be reviewed in 2016 to respond to the strategic priorities in the 2016 – 2017 business plan.

**Reserves Policy:** The Contingency Reserve that has been established by the Trustees is made up of a fund to deal with unforeseen liabilities of £500,000 (2015: £500,000) and a free reserves fund of £500,000 (2015: £500,000).

The unforeseen liabilities fund deals with events such as: a sudden increase in the cost of airfares; a need to find a new venue for the Annual Plenary Commonwealth Parliamentary Conference as a result of a sudden cancellation by a potential host Branch; or such other unforeseen liabilities which have arisen due to circumstances beyond the control of the Association.

The free reserves fund is to cover three months of the Association's net annual operating costs (i.e. annual operating costs less annual conference costs). As at December 2016, this was approximately £600k; this amount takes into account the exceptional costs of hosting the conference in 2016 by the Association (compared with prior years when Branches hosted the event). When compared to the level of the Unrestricted Reserves of £1.2m, the Trustees note that it is in excess of the required amount in the reserves policy.

**Investment Policy:** The CPA has investments in two trust funds and these are under the guidance and supervision of the Trustees. The purposes of these funds are to promote knowledge and education about the constitutional legislatures within a parliamentary democratic framework, arranging study group meetings, seminars and conferences and providing facilities for the exchange of visits between members of branches of the CPA.

The Trustees have the power to invest in such stocks, shares and investments as they see fit. The policy is to adopt a cautious to moderate risk investment strategy which is aimed at maximising income and capital growth. Within this strategy, the Trustees have set a target of exceeding the average market performance for a similar fund, based on the market value of the portfolio.

The Trustees have an established, formal (written) Investment Policy Statement that:

- Defines and assigns the responsibilities of all parties.
- Establishes a clear understanding of the investment goals and objectives of Fund(s) assets.
- Offers guidance and limitations to investment advisors and/or managers regarding the investment of Fund(s) assets.
- Establishes a basis for evaluating investment results.
- Provides guidelines on managing Fund(s) assets in accordance with prudent, ethical and environmental considerations, the Trust Deeds of the Fund(s) and the Trustee Act of 2000 (as amended from time to time).

The trust funds were managed by Coutts & Co. in 2016. During the year, the Trustees reviewed and appointed new investment advisers/manager with effect from 1 January 2017. The Trustees met twice in the year to review the funds' performance.

**Investment Performance:** The value of the Association's listed investments increased by £713,644 (12.4%) from £5,757,184 on 31 December 2015 to £6,470,828 as at the end of the reporting period. All of the funds invested in by the charity are recognised on a listed stock exchange.

The Trustees reviewed the investment advisers/managers during the year. This resulted in the appointment of new advisers from 1 January 2017. The target total return on the Trustees' portfolio of investments, within an agreed level of risk appetite, is 6% from 1 January 2017. This is equally apportioned between annual investment income (3%) and long-term capital appreciation (3%).

The Trustees will continue to monitor the performance of the investments performance very closely.

**Plans for Future Periods:** The life span of the last business plan ended on 31 December 2015, but the plan continues to be implemented. Additionally, a new business plan is planned to be developed in due course.

In the next two years, the CPA will continue to pursue its key aims of holding conferences and seminars; disseminating information on Parliamentarians and political issues; organising international exchanges among Members and officials of Parliaments and Legislatures and assisting newly emerging Commonwealth democracies.

The Trustees consider that the Association's assets are adequate to meet its annual obligations in the next two years.

**Statement of Executive Committee's responsibilities:** The Executive Committee is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, requires the Executive Committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Executive Committee is required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the Charities SORP.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Executive Committee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable it to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Charity's Constitution and Trust Deeds. It is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Website:** The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**Auditors:** haysmacintyre, Registered Auditors, have indicated their willingness to continue in office and it is proposed that they be re-appointed auditors for the ensuing year.

This report was approved by the CPA Executive Committee on 26 April 2017 and signed on its behalf by:

- Hon. Dr Shirin S. Chaudhury, MP, Chairperson of the Executive Committee
- Mr Akbar Khan, Secretary-General

### Independent Auditors' Report to the Members of Commonwealth Parliamentary Association

*We have audited the financial statements of Commonwealth Parliamentary Association for the year ended 31 December 2016 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice). This report is made solely to the charity's members, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the Charity's Trustees those matters we are required to state to them in an Auditors' Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.*

**Respective responsibilities of trustees and auditor:** As explained more fully in the Statement of Executive Committee's Responsibilities set out in the Annual Report, the Trustees are responsible for the preparation of financial statements which give a true and fair view. We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

**Scope of the audit of the financial statements:** A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at [www.frc.org.uk/auditscopeukprivate](http://www.frc.org.uk/auditscopeukprivate).

**Opinion on financial statements:** In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2016 and of its net movement in funds for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

haysmacintyre, Chartered Accountants, Statutory Auditor, 26 Red Lion Square, London, WC1R 4AG.

haysmacintyre is eligible to act as auditor in terms of section 1212 of the Companies Act 2006.

## Commonwealth Parliamentary Association Statement of Financial Activities for the year ending 31 December 2016

	Note	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
<b>Income from:</b>					
Investments	2	10,976	137,458	148,434	140,400
<i>Charitable activities</i>					
Branch membership fees		2,496,202	-	2,496,202	2,541,745
Subscriptions for <i>The Parliamentarian</i>		5,069	-	5,069	5,675
Partnership income	3	-	18,833	18,833	38,121
Other income		43,545	-	43,545	215
<b>Total income</b>		<b><u>2,555,792</u></b>	<b><u>156,291</u></b>	<b><u>2,712,083</u></b>	<b><u>2,726,156</u></b>
<b>Expenditure on:</b>					
<i>Raising funds</i>					
Investment Management Costs		-	46,814	46,814	47,508
<i>Charitable activities</i>					
Publications & Communications		518,391	-	518,391	447,632
Conferences		1,574,303	82,000	1,656,303	558,937
Seminars, Projects & Commonwealth Development		1,026,251	18,833	1,045,084	1,217,820
Technical Assistance Programmes		273,122	-	273,122	241,258
<b>Total expenditure</b>	6	<b><u>3,392,067</u></b>	<b><u>147,647</u></b>	<b><u>3,539,714</u></b>	<b><u>2,513,155</u></b>
Net income/(expenditure) before (losses)/gains on investments		(836,279)	8,648	(827,631)	213,001
Net (losses)/gains on investments	17	-	758,264	758,264	(72,018)
<b>Net movement in funds</b>		<b><u>(836,279)</u></b>	<b><u>766,912</u></b>	<b><u>(69,367)</u></b>	<b><u>140,983</u></b>
<b>Reconciliation of funds</b>					
Balance brought forward on 1 January 2016	22	<u>3,019,388</u>	<u>6,049,185</u>	<u>9,068,573</u>	<u>8,927,590</u>
Balance carried forward on 31 December 2016	22	<u>2,183,109</u>	<u>6,816,097</u>	<u>8,999,206</u>	<u>9,068,573</u>

All recognised gains and losses have been included in the Statement of Financial Activities. No separate statement of total recognised gains and losses has therefore been produced.

All activities are continuing.

## Commonwealth Parliamentary Association Balance sheet as at 31 December 2016

	Note	2016 £	2016 £	2015 £	2015 £
<b>Fixed asset</b>					
Tangible assets	16		5,073		13,577
Investments	17		6,470,828		5,757,184
<b>Totals</b>			<b><u>6,475,901</u></b>		<b><u>5,770,761</u></b>
<b>Current assets</b>					
Debtors	18	456,937		374,339	
Short term deposit	19	2,210,485		3,713,415	
Cash at bank and in hand		779,907		513,764	
<b>Totals</b>		<b><u>3,447,329</u></b>		<b><u>4,601,518</u></b>	
<b>Creditors: amounts falling due within one year</b>	20	<b><u>(924,024)</u></b>		<b><u>(1,303,706)</u></b>	
<b>Net current assets</b>			<b><u>2,523,305</u></b>		<b><u>3,297,812</u></b>
<b>Net assets</b>			<b><u>8,999,206</u></b>		<b><u>9,068,573</u></b>
<b>Funds</b>					
General fund	22		1,183,109		2,019,388
Contingency reserve	22		1,000,000		1,000,000
Conference assistance fund	22		2,916,123		2,571,330
Working capital fund	22		3,899,974		3,477,855
<b>Totals</b>			<b><u>8,999,206</u></b>		<b><u>9,068,573</u></b>

The Financial Statements were approved, and authorised for distribution, by the CPA Executive Committee on 26 April 2017 and signed on its behalf by:

Hon. Dr Shirin S. Chaudhury, MP  
Chairperson of the Executive Committee

Mr Akbar Khan  
Secretary-General

## Commonwealth Parliamentary Association

### Cash flow statement for the year ending 31 December 2016

	2016 £	2015 £
Cash flows from operating activities	<u>(1,428,096)</u>	<u>210,562</u>
Cash flows from investing activities		
Dividends and interest	148,434	140,400
Purchase of property, plant and equipment	(1,745)	(11,580)
Purchase of investments	(1,888,154)	(1,862,130)
Proceeds from the sale of investments	2,117,267	1,813,202
Movement in investment cash account	(184,493)	95,705
Net cash provided by/(used in) investing activities	<u>191,309</u>	<u>175,597</u>
Change in cash and cash equivalents in the reporting period	(1,236,787)	386,159
Cash and cash equivalents at the beginning of the reporting period	<u>4,227,179</u>	<u>3,841,020</u>
Cash and cash equivalents at the end of the reporting period	<u>2,990,392</u>	<u>4,227,179</u>

Notes to the cash flow statement	2016 £	2015 £
Reconciliation of Net Movement in Funds to Net Cash Flow from Operating Activities		
Net income for the reporting period	(69,367)	140,983
Depreciation charges	10,249	9,866
(Increase) in debtors	(85,598)	(116,100)
(Decrease)/Increase in creditors	(379,682)	244,195
Interest and Dividends	(148,434)	(140,400)
Losses/(gains) on investments	(758,264)	72,018
Net cash provided by operating activities	<u>(1,428,096)</u>	<u>210,562</u>

Analysis of Cash and Cash Equivalents	2016 £	2015 £
Cash at bank and in hand	779,907	513,764
Short term deposits	2,210,485	3,713,415
Totals	<u>2,990,392</u>	<u>4,227,179</u>

## Notes to the accounts for the year ending 31 December 2016

### I. Summary of Accounting Policies

#### (a) Basis of accounting

The accounts (financial statements) have been prepared under the historical cost convention with items recognized at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS102)), and the Charities Act 2011.

#### (b) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Dividends are recognized once the dividend has been declared and notification has been received of the dividend due. This is normally upon notification by our investment advisor of the dividend yield of the investment portfolio.

#### (c) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note below.

#### (d) Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees together with an apportionment of overhead and support costs.

#### (e) Pension costs

The CPA Secretariat operates a defined contribution pension scheme for the benefit of its employees. The net assets of the fund are held separately from those of the charity. Contributions payable are charged to the SOFA in the year in which they are incurred.

#### (f) Employee benefits

- *Short term benefits:* Short term benefits including holiday pay are recognised as an expense in the period in which the service is received.
- *Employee termination benefits:* Termination benefits are accounted for on an accrual basis and in line with FRS 102.

#### (g) Fund accounting

*Unrestricted funds* are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

*Restricted funds* are funds which are to be used in accordance with specific restrictions imposed by the charity's funding partners. The aim and use of each restricted fund is set out in Note 22 to the financial statements.

#### (h) Operating leases

Rentals payable under operating leases, where substantially all the risks and rewards of ownership remain with the lessor, are charged to the SOFA in the year in which they fall due.

#### (i) Subventions to Branches

Branches' outstanding travel claims are accrued for at the end of the financial year. If after one year from the date of accruals such claims have not been made, the accrued amounts are written back into the accounts.

#### (j) Foreign exchange

Balances denominated in foreign currencies are translated into sterling at the rate of exchange ruling at the balance sheet date. Financial transactions are translated at the rate of exchange prevailing on the date the transaction is processed.

#### (k) Fixed asset investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

#### (l) Tangible fixed assets and depreciation

All assets costing more than £350 are capitalised and valued at historical cost. Depreciation is charged on IT and other equipment on a straight-line basis over their estimated useful life of three years from the year of acquisition.

#### (m) Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

#### (n) Stocks

Stocks are not included in the balance sheet and costs are written off as incurred.

## Notes to the accounts for the year ending 31 December 2016 (continued)

## (o) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

## (p) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

## (q) Cash and cash equivalents

Cash and cash equivalents in the cash flow statement comprise cash in hand, balances with banks, investments in money market instruments representing short-term, highly liquid investments that are readily convertible to known amounts of cash, dividends from equities and interest from fixed interest securities.

## (r) Going concern

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern. With respect to the next reporting period, 2017, the most significant areas of uncertainty that affect the carrying assets held by the charity are the level of investment return and the performance of the investments markets (see the investment policy and the risk management sections of the trustees' annual report for more information). The review of our financial position, reserves levels and future plans gives the Trustees confidence that guarantee the charity remains a going concern in the next one year, notwithstanding the economic weather.

## (s) Judgements and estimates

Judgements made by the Trustees, in the application of these accounting policies that have significant effect on the financial statements and estimates with a significant risk of material adjustment in the next year are deemed to be in relation to the valuation of investments and the provision for doubtful debts and are discussed below.

2. Investment Income	Unrestricted funds	Restricted funds	Total 2016	Total 2015
	£	£	£	£
Dividends – equities	-	89,995	89,995	109,593
Interest – fixed interest securities	-	47,128	47,128	19,579
Interest on cash and money market deposits	10,976	335	11,311	11,228
	<u>10,976</u>	<u>137,458</u>	<u>148,434</u>	<u>140,400</u>

Investment income consists of bank interest, interest earned on money market deposits and interest earned on the Contingency Reserve.

## 3. Partnership Income

	Total 2016	Total 2015
	£	£
CPA/WBI Annual Conference: Extractive Industries	-	23,039
CPA/UNEP Conference: Climate Change	-	15,082
CPA/WTO Regional Workshops for Parliamentarians	18,833	-
	<u>18,833</u>	<u>38,121</u>

## 4. Staff Costs

	Note	Total 2016	Total 2015
		£	£
Salaries and wages		805,147	709,543
Social security costs		88,133	73,644
Pension costs	5	124,480	105,342
<b>Totals</b>	<b>6a</b>	<b><u>1,017,760</u></b>	<b><u>888,529</u></b>

The benefits-in-kind payments cover qualifying employees' relocation, home leave, health/travel insurance and death-in-service expenses to the Association. These payments are covered by a PAYE Settlement Agreement with HM Customs and Excise.

	2016	2015
	No.	No.
The average number of staff employed during the year was		
Management	3	2
Charitable activities	11	11
<b>Totals</b>	<b><u>14</u></b>	<b><u>13</u></b>

The key management personnel comprised members of the Senior Management Team (SMT). In 2016, the SMT was made up of the Secretary-General, Director of Finance & Administration and the Director of Programmes. During the 2015 financial year, the SMT comprised of the Acting Secretary-General (from 5 October 2014) and Director of Finance & Administration and the Director of Programmes.

The total employee benefits of the key management personnel of the charity were £282,669 (2015: £236,458). Staff receiving emoluments in excess of £60,000, (exclusive of pension contributions paid by the CPA Secretariat), during the year were as follows:

	Total 2016	Total 2015
	No.	No.
£70,000 - £80,000	-	-
£90,000 - £100,000	1	1
£101,000 - £150,000	1	1
<b>Totals</b>	<b><u>2</u></b>	<b><u>2</u></b>

All of the employees whose emoluments were greater than £60,000 are part of the personal pension scheme and the CPA Secretariat paid £46,707 (2015: £37,572) for these employees.

A total of £79,679 was reimbursed to 23 Parliaments of Members of the Executive Committee for their travel to Executive Committee meetings (2015: £125,650 to 42 Parliaments).

## 5. Pension scheme

The CPA Secretariat runs a Personal Pension Scheme ("Scheme") for employees with Scottish Widows, which commenced on 1st August 2010 (previously with Clerical Medical). The Scheme is funded by Contributions from Scheme members and the CPA Secretariat. The Scheme is operated on a Personal Pension Scheme basis and is not a defined benefits final salaries arrangement. Contributions are invested with Scottish Widows under the pension rules to produce the maximum fund of monies at retirement for each individual member. Members can contribute towards the cost of their benefits at rates between the range of 2-15% of annual salary. CPA Secretariat pays 16%.

	Total 2016	Total 2015
	£	£
Total Premiums paid	152,778	138,041
Less: Contributions from employees	(28,298)	(32,699)
<b>Employer Contributions</b>	<b><u>124,480</u></b>	<b><u>105,342</u></b>

## Notes to the accounts for the year ending 31 December 2016 (continued)

6. Total Expenditure	Note	Direct costs £	Support costs £	Total 2016 £	Total 2015 £
<i>Cost of generating funds</i>					
Investment management costs		46,814	-	46,814	47,508
<i>Cost of charitable activities</i>					
Publications & Communications	8	154,758	363,634	518,391	447,632
Conferences	9	1,310,671	345,631	1,656,303	558,937
Seminars, Projects & Commonwealth Development	10	627,455	417,629	1,045,084	1,217,820
Technical Assistance Programmes	11	21,865	251,257	273,122	241,258
<b>Totals</b>		<b>2,161,563</b>	<b>1,378,151</b>	<b>3,539,714</b>	<b>2,513,155</b>

6a. Allocation of Support Costs	Staff costs (Note 4) £	HR costs £	IT support costs £	Legal £	Facilities £	Depreciation £	Governance £	Total 2016 £	Total 2015 £
<i>Cost of charitable activities</i>									
Publications & Communications	233,530	4,034	27,044	212	28,702	5,125	64,987	363,634	253,041
Conferences	209,889	5,878	9,015	425	46,966	1,709	71,749	345,631	273,006
Seminars, Projects & Commonwealth Development	269,898	5,878	9,015	425	46,966	1,708	83,739	417,629	395,637
Technical Assistance Programmes	134,954	5,611	9,013	424	44,358	1,707	55,190	251,257	193,087
<i>Governance costs</i>	169,489	9,482	-	2,761	93,933	-	(275,665)	-	-
<b>Totals</b>	<b>1,017,760</b>	<b>30,883</b>	<b>54,087</b>	<b>4,247</b>	<b>260,925</b>	<b>10,249</b>	<b>-</b>	<b>1,378,151</b>	<b>1,114,771</b>

Support costs have been allocated to the charity's activities as follows:

- Staff costs: allocation based on staff time spent on operational activities
- Human Resources costs: allocated on basis of headcount
- IT Support: allocated on basis of headcount
- Legal & Professional: allocated on basis of usage
- Facilities: allocated on basis of staff usage or headcount
- Depreciation: allocated on basis of headcount.

## 7. Governance

Costs classified as governance relate to the general running of the charity and included operations of the Board of Trustees and those addressing constitutional, audit and other statutory matters, and are made up of the following:

	2016 £	2015 £
External Auditors' remuneration:		
Current year	12,960	14,520
Non-audit fees	2,065	2,400
Internal Auditors' remuneration	3,214	-
Mid-year Executive meeting	84,184	137,466
Secretary-General's recruitment	-	70,216
Secretary-General's contingency fund	1,500	6,930
Secretary-General's ex-gratia payment	-	*310,047
Legal & professional fees	33,548	5,280
Consultants' fees	138,194	38,038
Apportionment of support costs	274,974	150,366
<b>Totals</b>	<b>550,639</b>	<b>735,263</b>

\*During the year 2015, following receipt of legal advice and the approval of the Charity Commission, the Trustees authorised a goodwill payment of £310,047 to the family of the late CPA Secretary-General, Dr William F. Shija.

8. Direct Publications & Communications Costs	2016 £	2015 £
<i>The Parliamentarian</i>		
Printing	55,501	49,482
Distribution	60,939	44,357
Fees to contributors	2,377	1,575
<b>Subtotals</b>	<b>118,817</b>	<b>95,414</b>
Annual Report	(2,835)	845
Promoting parliamentary democracy	8,368	-
CPA website	8,888	10,785
Books, periodicals and information	1,397	3,294
<i>Governance costs</i>	20,123	84,253
<b>Totals</b>	<b>154,758</b>	<b>194,591</b>

9. Direct Conference Costs	2016 £	2015 £
Annual conference including subvention	1,146,963	228,285
Less: Prior year accrued airfares no longer required	(6,714)	(66,155)
<i>Governance costs</i>	170,422	123,801
<b>Totals</b>	<b>1,310,671</b>	<b>285,931</b>

As the annual conference was held at the end of the financial year, direct costs of annual conference airfares include £3,898 that was paid to member-parliament organisations (2015: £7,469 for airfares cancellation charges only, given that the annual conference was not held during the year). In addition, travel and accommodation costs are reimbursed for individuals attending conferences. All payments are detailed in the following notes to the accounts. Details of payments available from the CPA Secretariat Finance Department.

10. Direct Seminars, Projects and Commonwealth Development Costs	2016 £	2015 £
Canadian Parliamentary Seminar	12,500	12,500
Overseas visits	110,269	59,859
CPA Youth Parliament	52,092	52,281
Post-Election Seminars	43,397	11,134
Co-sponsored seminars/projects	63,220	90,818
Commonwealth & Parliamentary	264,391	239,605
Development activities		
<i>Governance costs</i>	81,586	355,986
<b>Totals</b>	<b>627,455</b>	<b>822,183</b>

11. Direct Technical Assistance Programmes	2016 £	2015 £
St Helena (2015: St Helena)	7,000	12,314
Niue	6,000	15,000
Fiji	6,022	-
<i>Governance costs</i>	2,843	20,857
<b>Totals</b>	<b>21,865</b>	<b>48,171</b>

## Notes to the accounts for the year ending 31 December 2016 (continued)

12. Overseas visits	2016 £	2015 £
Chairperson	2,925	15,813
Vice-Chairperson	4,223	-
Treasurer	280	7,490
CWP Chairperson	1,273	-
Secretary-General	53,292	16,805
Staff	48,276	19,751
<b>Totals</b>	<b><u>110,269</u></b>	<b><u>59,859</u></b>
13. Post-Election Seminars	2016 £	2015 £
Pakistan	-	11,134
Mauritius	8,807	-
Guyana	18,904	-
Zambia	15,686	-
<b>Totals</b>	<b><u>43,397</u></b>	<b><u>11,134</u></b>
14. Co-sponsored seminars/projects	2016 £	2015 £
CPA/WTO Regional Trade Workshop for Parliamentarians	34,342	-
ComSec: Regional Seminar on the International Trading System in WTO: Africa	-	141
CPA/WBI Annual Conference	(2,731)	40,076
McGill University: Training Programme for Parliamentary Staff	32,478	23,433
CPA/UNEP: Climate Change Conference	(869)	27,168
<b>Totals</b>	<b><u>63,220</u></b>	<b><u>90,818</u></b>
15. Commonwealth and Parliamentary Development Activities	2016 £	2015 £
Commonwealth Day	12,230	12,628
Training Workshop for Parliamentary Staff:		
Africa	(350)	14,053
Asia/South-East Asia	17,647	-
Caribbean	39,725	-
Support for attendance at workshops	4,659	(4,264)
Development of Public Accounts Committees (financial oversight):		
Africa	-	9,806
Asia	-	9,395
Pacific	46,501	-
Constituency Development Fund in London	(2,396)	9,600
Commonwealth Women Parliamentarians (CWP) Annual Meetings & Work Programme	7,000	(17,339)
CWP Regional Strengthening & CWP Conference	10,962	111,257
CWP Pan-Commonwealth Activity	-	(5,225)
Hospitality	-	797
Benchmarking Workshops: Pacific, India, Asia (2015: Pacific, India, Asia)	(1,110)	12,507
Regional Seminar on Human Rights in India/Asia (2015: New Zealand)	28,198	35,417
Regional Secretaries Work Programme	10,771	-
CPA Roadshows for Schools and Universities	5,724	-
CPA Parliamentary Lecture Series	26,305	-
Regional Hot Topics	30,283	-
Governance and Institutional Workshops	12,804	-
CPA Fundamentals Programme	731	-
Parliamentary Agricultural Committees (Africa, Malawi)	-	(13,807)
Parliamentary Agricultural Committees (India, Punjab)	-	(13,457)
Global Financial Crisis (Asia, Bangladesh, Dhaka)	-	(1,121)
Parliamentary Codes Benchmark Meeting in Victoria, Australia	-	40,904
Developing Parliamentarians' Capacity for ICT in Nigeria (2015: Trinidad and Tobago)	18,536	(2,223)
Parliament and the Media in Andra Pradesh, India	(3,829)	20,480
Small Branches Committees Workshop in the Isle of Man	-	20,197
<b>Totals</b>	<b><u>264,391</u></b>	<b><u>239,605</u></b>

16. Tangible Assets	2016	2015		
Tangible fixed assets comprises of computer and office equipment.	£	£		
<b>Cost</b>				
At 1 January	29,648	31,035		
Additions	1,745	11,580		
Eliminated on disposal	(595)	(12,967)		
<b>At 31 December</b>	<b><u>30,798</u></b>	<b><u>29,648</u></b>		
<b>Depreciation</b>				
At 1 January	16,071	19,172		
Charge for the year	10,249	9,866		
Eliminated on disposal	(595)	(12,967)		
<b>At 31 December</b>	<b><u>25,725</u></b>	<b><u>16,071</u></b>		
<b>Net book value at 31 December</b>	<b><u>5,073</u></b>	<b><u>13,577</u></b>		
17. Investments	2016	2015		
	£	£		
Market value at 1 January	5,757,184	5,875,979		
Additions	1,888,154	1,862,130		
Disposed Proceeds	(2,117,267)	(1,813,202)		
Investment cash account movement	184,493	95,705		
Net investment gains/(losses)	758,264	(72,018)		
<b>Market value at 31 December</b>	<b><u>6,470,828</u></b>	<b><u>5,757,184</u></b>		
<b>Historic cost value at 31 December</b>	<b><u>5,854,891</u></b>	<b><u>5,795,063</u></b>		
<b>Analysis of investment assets</b>	<b>Fixed interest securities</b>	<b>Equities</b>	<b>Total</b>	
	£	£	£	
<b>Totals</b>	<b><u>1,977,902</u></b>	<b><u>4,492,926</u></b>	<b><u>6,470,828</u></b>	
The underlying assets contained within the various funds invested in by the charity are recognised on a listed stock exchange.				
18. Short term deposit investment	2016	2015		
	£	£		
National Westminster Bank 95-Day Account (Deposit and Reserve Accounts)	2,210,485	3,713,415		
<b>Totals</b>	<b><u>2,210,485</u></b>	<b><u>3,713,415</u></b>		
19. Deferred income	At 1 Jan 2016	Released to incoming resources	Deferred in the year	At 31 Dec 2016
	£	£	£	£
Branch fees	429,813	(429,813)	86,971	86,971
<b>Totals</b>	<b><u>429,813</u></b>	<b><u>(429,813)</u></b>	<b><u>86,971</u></b>	<b><u>86,971</u></b>

## Notes to the accounts for the year ending 31 December 2016 (continued)

20. Debtors	2016 £	2015 £
Branch fees (see below)	355,536	297,161
Staff advances	730	1,839
Other debtors and prepayments	100,671	75,339
<b>Totals</b>	<b><u>456,937</u></b>	<b><u>374,339</u></b>
<i>Branch fees comprise the following:</i>		
Abia	29,077	29,077
Adamawa	15,048	7,524
Akwa Ibom	8,524	1,000
Anambra	15,048	7,524
Antigua & Barbuda	3,021	6,477
Bauchi	29,844	22,320
Belize	66,963	44,390
Benue	23,041	23,041
Borno	22,446	14,922
Chhattisgarh	100	-
Cross River	7,524	-
Delta	22,446	14,922
Ebonyi	7,524	-
Edo	15,122	7,598
Ekiti	15,048	7,524
Enugu	29,844	22,320
The Gambia	78,536	78,536
Gombe	15,048	7,524
Grenada	-	7,398
Imo	22,446	14,922
Jigawa	15,048	7,524
Kaduna	22,446	14,922
Kano	15,048	7,524
Katsina	22,446	14,922
Kebbi	22,446	14,922
Kiribati	15,048	-
Kogi	5,615	5,615
Kwara	29,841	22,317
Lagos	5,752	5,744
Manitoba	60	-
Mozambique	15,048	-
Nasarawa	14,802	14,922
Nauru	-	15,050
Niger	-	7,524
Ogun	15,042	7,518
Ondo	13,815	6,291
Osun	15,048	7,524
Oyo	22,446	14,922
Papua New Guinea	30,097	-
Pakistan	64	-
Plateau	7,524	-
Rivers	1,524	-
Sokoto	-	14,820
Taraba	15,048	7,524
Vanuatu	7,760	7,760
Yobe	7,524	-
Zamfara	2,472	2,472
Zambia	73	73
<b>Totals</b>	<b><u>748,687</u></b>	<b><u>516,909</u></b>
Less: Provision for doubtful debts	(393,151)	(219,748)
<b>Total Branch fees</b>	<b><u>355,536</u></b>	<b><u>297,161</u></b>

21. Creditors: Amounts Falling Due Within One Year	Note	2016 £	2015 £
Trade creditors		224,377	124,284
General accruals		219,220	532,674
Conference fares accruals		250,871	107,964
Mid-year executive committee fares accruals		115,681	71,201
Tax and social security		26,904	35,659
Deferred income	19	86,971	429,813
Other creditors		-	2,111
<b>Totals</b>		<b><u>924,024</u></b>	<b><u>1,303,706</u></b>

22. Movement in funds	At 1 Jan 2016 £	Income £	Expenditure /Transfers £	Gains/ (Losses) £	At 31 Dec 2016 £
<i>Unrestricted funds</i>					
General reserve	2,019,388	2,555,788	(3,392,067)	-	1,183,109
Contingency reserve	1,000,000	-	-	-	1,000,000
<b>Total unrestricted funds</b>	<b><u>3,019,388</u></b>	<b><u>2,555,788</u></b>	<b><u>(3,392,067)</u></b>	<b>-</b>	<b><u>2,183,109</u></b>
<i>Restricted Funds</i>					
Conference Assistance Fund (CAF)	2,363,923	-	(17,941)	-	2,345,982
CAF Retained Income Fund	207,407	56,020	(2,145)	308,859	570,141
Working Capital Fund (WCF)	3,392,961	-	(26,676)	-	3,366,285
WCF Retained Income Fund	84,894	81,442	(82,052)	449,405	533,689
CPA/WTO Regional Trade Workshop for Parliamentarians	-	18,833	(18,833)	-	-
<b>Total restricted funds</b>	<b><u>6,049,185</u></b>	<b><u>156,295</u></b>	<b><u>(147,647)</u></b>	<b><u>758,264</u></b>	<b><u>6,816,097</u></b>
<b>Total funds</b>	<b><u>9,068,573</u></b>	<b><u>2,712,083</u></b>	<b><u>(3,539,714)</u></b>	<b><u>758,264</u></b>	<b><u>8,999,206</u></b>

**Unrestricted funds**

- The general reserve represents the accumulated surplus which is available for spending on CPA's objectives.
- The contingency reserve of £1m, which has been created to meet any unforeseen liabilities, is made up of two separate funds. The 1993 CPA General Assembly in Cyprus decided that a fund should be created to deal with unforeseen liabilities: a sudden increase in the cost of airfares to the annual conference, a need to find a new venue for a conference or other liabilities which arise due to circumstances which are beyond the control of the Association. The CPA Executive Committee decided in Singapore in May 1999 that the fund should be built up to a maximum level of £500,000 and that when this has been achieved, the interest earned on it should be applied to meet the CPA Headquarters Secretariat operating expenses.

In addition to the unforeseen liabilities fund, the Trustees decided in April 2008 in Malaysia to create and maintain a free reserves policy of £500,000 to cover three months of the Association's net annual operating costs (i.e. annual operating costs less annual conference airfares). This fund is to be used to maintain the range of services for the Association's members should there be a sudden and unexpected loss in its revenue.

**Restricted funds**

- **Conference Assistance Fund (CAF):** The object of the fund is to advance the charitable purposes of the Commonwealth Parliamentary Association by applying the income or such parts of the capital as the Trustees may deem fit. Expenditure is restricted to fulfilling these aims.
- **Working Capital Fund (WCF):** The object of the fund is to advance the charitable purposes of the Commonwealth Parliamentary Association by applying the income or such parts of the capital as the Trustees may deem fit. Expenditure is restricted to fulfilling these aims.
- **The Partnership Income** received in the year from the Commonwealth Secretariat was the contribution received for the CPA Secretariat's CPA/WTO Regional Trade Workshop for Parliamentarians event.

## Notes to the accounts for the year ending 31 December 2016 (continued)

23. Analysis of net assets between funds	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2016	2016	2016	2015
	£	£	£	£
Tangible fixed assets	5,073	-	5,073	13,577
Fixed asset investment	-	6,470,828	6,470,828	5,757,184
Current assets	3,062,348	384,981	3,447,329	4,601,518
Current liabilities	(884,312)	(39,712)	(924,024)	(1,303,706)
<b>Totals</b>	<b><u>2,183,109</u></b>	<b><u>6,816,097</u></b>	<b><u>8,999,206</u></b>	<b><u>9,068,573</u></b>

### 24. Financial commitments

The primary contract terms with Canon for the two photocopiers expired on 30 January and 30 April 2013 respectively. After these dates the rental agreement reverted to zero-rental charges, hence there are no financial commitments expected under the lease agreement within one year.

-Ends-

## CPA Headquarters Secretariat staffing and Learning & Development

The Secretary-General of the Commonwealth Parliamentary Association, Mr Akbar Khan took up his position as Secretary-General from 1 January 2016.

The Secretary-General and 12 permanent staff at the CPA Headquarters Secretariat continued their commitment to support the work of Parliamentarians and parliamentary staff in Branches and Regions of the Association. In order to support the work of the new Secretary-General, a new post of Assistant Private Secretary was created and an internal recruitment for this post took place.

The Secretary-General appointed a Learning and Development (L&D) champion to promote learning opportunities for CPA Headquarters Secretariat staff and to develop a programme of 'staff talks' by experts from the parliamentary field and other areas. The CPA Headquarters Secretariat staff also participated in a staff team-building away day and other L&D opportunities throughout the year. Two new Programmes Assistants were appointed on a temporary six month contract from June 2016 to support the work of the CPA Headquarters Secretariat in delivering new Programmes and Projects in 2016.

The detailed list of CPA Secretariat staff is given below (at 31 December 2016):

- Mr Akbar Khan - Secretary-General
- Mr Joe Omorodion - Director of Finance and Administration
- Ms Meenakshi Dhar - Director of Programmes
- Mrs Musonda Sandy - Assistant Director of Conferences and Events
- Ms Arlene Bussette - Assistant Director of Programmes
- Ms Lucy Pickles - Assistant Director of Programmes and Assistant Private Secretary to the Secretary-General
- Mrs Fatmata Kamara - Assistant Director of Finance
- Mr Jeffrey Hyland - Editor and Communications
- Mrs Luseane Chesham - Executive Assistant to the Secretary-General
- Mr Ian McIntosh - Executive Officer (Finance)
- Ms Anna Schuesterl - Programmes Assistant
- Ms Wezi Nyirenda - Office/Conference Assistant
- Mr Muhammad Irfan Ramzan - Finance Assistant
- Ms Sahar Eljack - Programmes Assistant (temp)
- Ms Shehana Udat - Programmes Assistant (temp)

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# COMMONWEALTH PARLIAMENTARY ASSOCIATION ANNUAL REPORT 2016



Members of the CPA Executive Committee in December 2016.

The Commonwealth Parliamentary Association (CPA).  
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